

World of Work Contest

Description: Contestants will come prepared with a completed resume and job application (see form attached). You will be given an interview time in which to complete a 10 minute interview. Contestants should treat this contest as if they were actually going through a job interview process.

Entries: May enter as individual only.

State Awards: First place individual will receive choice \$50 towards future county/state event, a State 4-H Contests Jacket, or registration for "State Contests Winners" Retreat.

Sponsor: Utah 4-H

Special Information:

Contestants will be introduced to the job application and interview process utilized to hire new employees. Participants will demonstrate organizational and communication skills by completing a job application and experiencing a job interview.

Contest Rules:

1. Submit a one page resume indicating the type of job for which you are applying.
2. Complete the job application prior to arrival. Complete the application based on a job of your choice.
3. You are welcome to use any personal reference materials which you feel might be beneficial in providing information requested on a standard job application.
4. You will have about 10-15 minutes for the job interview.
5. All information provided by you, the applicant, both oral and written, should be factual. Don't pretend to be a high school graduate or college graduate – apply as you would for any other job in your current status. This experience should be one that you can transfer to your actual job search.
6. Although a Social Security Number is requested on job applications, please DO NOT provide your number on the application used for this contest.
7. Contest winners will be determined as rated by the judges. Judges' decisions are final. (Note: a blue ribbon would indicate that the interviewee would be hired.)
8. Once you register for this contest, you will be assigned an interview time based on your schedule of other contests in which you may be participating. We will let you know the time for the interview, and you will be expected to treat that time period as you would a regularly scheduled interview with a potential employer.

Application Form

Last Name	First	MI	Date of application	For Personnel use only
Street Address			Home Telephone	
City	State	ZIP	Work Telephone	
How were you referred to us? (Circle only one.)			Type(s) of work desired:	
By your college	Advertisement	Employment agency		
By an employee	If so, give name:			
Open house	Walk-in	Other:		

Please read carefully and complete by printing in ink or typing.

An Equal Opportunity Employer

We are an equal opportunity employer, and we do not and will not discriminate on the basis of race, religion, national origin, sex, age, handicap, marital status, or status as a disabled veteran. Information provided on this application will not be used for any discriminatory purpose.

Provide all information requested.

Your complete application form will be maintained in our active files for six (6) months from the date of application. You may submit a new application at any time.

Employment Record

Starting with present or most recent, list all previous employers. Include self-employment, summer and/or part-time jobs. If more space is required, please continue on a separate sheet. You may attach a resume, but complete this application as well.

Company Name	Type of business	Job title:	Base salary:
Street Address		Brief description of job duties:	
Telephone number			
City	State	ZIP	Dates worked:
Supervisor's name		From _____ To _____	
Telephone number		Reason for leaving:	
Company Name	Type of business	Job title:	Base salary:
Street Address		Brief description of job duties:	
Telephone number			
City	State	ZIP	Dates worked:
Supervisor's name		From _____ To _____	
Telephone number		Reason for leaving:	

Military Service

Branch of service	From:	To:
Present military affiliation: <input type="checkbox"/> None <input type="checkbox"/> Reserve (active) <input type="checkbox"/> Reserve (inactive)		
Training and duty while in service:		

Professional/Work References

List two past supervisors and one person who is not related to you that have knowledge of your qualifications for the position you are applying.

Name	Title/Relationship	Address (street, city, state, ZIP)	Telephone (area code)	Occupation

May we contact your present employer without jeopardizing your current job?	<input type="checkbox"/> Yes
	<input type="checkbox"/> No

Wage or salary required:

Date available:

I hereby certify that the answers and other information on this application are true and correct and that I understand any misrepresentation or omission of facts on my part will be justification for seperation from the company's service, if employed. I understand that my employment may be contingent upon receipt of an alien registration number, verification of birth, and any other pertinent information bearing upon my employment, and that my continued employment depends upon the will of the company and myself.

Signature

Date

If any of your educational or employment records are under other than the above name, please provide other names.



4-H WORLD OF WORK

JOB APPLICATION & Interview --RATING SHEET



Student Name _____ County _____

ITEMS TO BE SCORED	POSSIBLE POINTS	FAIR	GOOD	EXCELLENT	POINTS EARNED
Application Form 45 pts.					
Neatness: Clean, No stray marks, stains, folds/tears; appropriate staple/clip	10				
Legibility: Easy to read, spelling, grammar	10				
Completeness: All sections acknowledged, no partial responses, followed directions	15				
Preparation: Appropriate responses, completed within the 15 minute limit	10				
The Job Interview 55 pts.					
Personal Appearance: Clean appropriate attire. Non-distracting makeup, perfume/cologne	5				
Non-Verbal Communication: Proper posture, firm handshake, pleasant eye contact, active stance	5				
Attitude & Personality: Sincerity, initiative, interest, compatibility, courtesy, sense of humor	10				
Mannerisms: Maintained a dignified demeanor, controlled distracting mannerisms. No Gum.	5				
Handling Questions: Prepared to respond, confident, appropriate responses to unexpected/difficult questions, provide specific examples	10				
Voice: Normal talking speed, appropriate volume, proper grammar and word choice, clarity, no excessive "uhs..." etc.	10				
Post-Interview: Applicant's manner and skill in terminating the interview	5				
Overall Performance: Asked appropriate questions, knowledge of job/company, all information consistent with application	5				

Final Score: _____

Ribbon Awarded (circle one):

Blue Red White No Award

Judges Comments: