



**WHAT STUDENTS NEED TO KNOW:  
JOB APPLICATIONS &  
INTERVIEWS**



GLC 20H – Career Studies

# APPLICATIONS & INTERVIEWS

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- As a young person entering the workforce, you need to be aware of **YOUR** rights
- There are laws employers must follow with regards to job applications and interviews
- Employers cannot contravene...
  - **HUMAN RIGHTS CODE OF CANADA**
  - **EMPLOYMENT STANDARDS ACT (Ontario)**

# APPLICATIONS & INTERVIEWS

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## How well do you know your rights?

Fill out the question sheet, answering  
**Y (yes)**, **N (no)** or **M (maybe)**  
to whether or not you have to answer each  
question on an application or in an interview.

# APPLICATIONS & INTERVIEWS

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- Y** 1. STATE FIRST & LAST NAME
- Y** 2. STATE ADDRESS
- Y** 3. STATE HOME PHONE NUMBER
- N** 4. STATE AGE/DATE OF BIRTH
- Y** 5. ARE YOU BETWEEN 16 & 65?
- N** 6. SELECT ONE – MR., MISS, MRS., MS.
- N** 7. FOR CORRESPONDENCE, HOW DO YOU WISH TO BE ADDRESSED
- M** 8. LIST HEIGHT & WEIGHT \*\*\*

# APPLICATIONS & INTERVIEWS

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**N** 9. STATE EYE/HAIR COLOUR

**M** 10. INCLUDE 2'x3' PHOTO OF YOURSELF

**N** 11. ARE YOU MARRIED, DIVORCED, ETC.

**N** 12. IF MARRIED, STATE MAIDEN NAME

**N** 13. HOW MANY CHILDREN DO YOU HAVE?

**N** 14. IF YOU HAVE KIDS, DAYCARE ARRANGEMENTS

**N** 15. IF YOU DON'T HAVE KIDS, ARE YOU PLANNING IN NEXT 5 YEARS?

# APPLICATIONS & INTERVIEWS

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**N 16. ARE YOU PREGNANT?**

**N 17. IF NOT PREGNANT, STATE METHOD OF BIRTH CONTROL**

**N 18. LIST NAME OF SPOUSE**

**N 19. STATE SPOUSE'S INCOME**

**N 20. WHAT RELIGION ARE YOU?**

**N 21. WHICH CHURCH DO YOU ATTEND?**

**N 22. DO YOU OBSERVE RELIGIOUS HOLIDAYS OTHER THAN EASTER & CHRISTMAS?**

# APPLICATIONS & INTERVIEWS

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- N** 23. ARE YOU A CANADIAN CITIZEN OR LANDED IMMIGRANT?
- N** 24. LIST COUNTRY OF BIRTH
- N** 25. IF NOT A NATIVE-BORN CANADIAN, ON WHAT DATE DID YOU RECEIVE YOUR CITIZENSHIP
- N** 26. STATE CITIZENSHIP OF PARENTS
- Y** 27. ARE YOU LEGALLY ENTITLED TO WORK IN CANADA?
- N** 28. STATE NAME OF ELEMENTARY SCHOOL

# APPLICATIONS & INTERVIEWS

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**Y** 29. STATE HIGHEST GRADE LEVEL COMPLETED

**Y** 30. LIST DEGREES/DIPLOMAS OBTAINED

**Y** 31. ARE YOU BONDABLE (IN CASE YOU HAVE TO HANDLE CASH)?

**N** 32. DO YOU SUFFER FROM ASTHMA, ARTHRITIS, ETC.?

**N** 33. DO YOU HAVE A PHYSICAL HANDICAP?



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**N** 34. DO YOU HAVE LEARNING DISABILITIES?

**N** 35. LIST ONE ASSOCIATION OF WHICH YOU ARE A MEMBER

**Y** 36. ARE YOU ABLE TO TRAVEL OR LOCATE TO ONE OF OUR PLANTS IN TORONTO?

**M** 37. DO YOU HAVE A VALID DRIVER'S LICENCE? \*\*\*

**N** 38. ADDRESS OF LAST EMPLOYER

# APPLICATIONS & INTERVIEWS

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**Y 39. DESCRIBE LAST JOB/WHAT YOU DID**

**Y 40. WHAT ACTIVITIES ARE YOU INVOLVED IN? (CIVICS, ATHLETICS)?**

**NOW YOU KNOW A BIT MORE ABOUT YOUR RIGHTS!**

**BUT...**

**WHEN FILLING OUT AN APPLICATION, WHAT SHOULD YOU DO?**

# APPLICATIONS & INTERVIEWS

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- **USE BLACK OR BLUE PEN**
- **PRINT AS NEATLY AS POSSIBLE**
- **AVOID MAKING ANY MISTAKES**
- **MAKE SURE ALL INFORMATION IS ACCURATE AND TRUTHFUL**
- **COMPLETE ALL RELEVANT QUESTIONS (DON'T LEAVE SECTIONS BLANK – USE N/A IF YOU CAN'T ANSWER)**
- **WHEN HANDING IN TO EMPLOYER, MAKE SURE TO HAVE NEAT APPEARANCE AND BE POLITE!!!!**

# APPLICATIONS & INTERVIEWS

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**SOME EXAMPLE  
APPLICATION FORMS...**

# APPLICATIONS & INTERVIEWS

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**WHAT IF I GET CALLED  
FOR AN INTERVIEW?**

**FOLLOW SOME SIMPLE  
DO'S AND DON'TS DURING  
AN INTERVIEW**

# APPLICATIONS & INTERVIEWS

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- 1. Rehearse!**
- 2. Be punctual!**
- 3. Consider the job position when deciding what to wear.**
- 4. Arrive to interview ALONE.**
- 5. Relax (see #2)**
- 6. Be confident.**
- 7. Consider questions you might be asked ahead of time (see handout).**

# APPLICATIONS & INTERVIEWS

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- 8. Come prepared!**
- 9. Offer a solid handshake.**
- 10. Do not get thrown off by odd questions.**
- 11. If question is unclear, don't be afraid to ask for clarification.**
- 12. Understand job description before the interview.**
- 13. Look interview in the eyes.**
- 14. Be aware of body language.**

# APPLICATIONS & INTERVIEWS

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- 15. Answer questions as accurately and efficiently as possible.**
- 16. Be professional.**
- 17. Be honest.**
- 18. Be prepared to relate personal experience to the position.**
- 19. Listen carefully.**
- 20. Be polite.**
- 21. Make sure interviewer feels he/she is in control**



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- 22. Do not talk negatively about current employer.**
- 23. Be ready to ask questions.**
- 24. Find out when a response is expected about job.**
- 25. If it is a phone interview, quality of voice is VERY important.**
- 26. Be sure to send a thank you within a few days of interview (and possibly do a follow-up).**

# APPLICATIONS & INTERVIEWS

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## THERE ARE 4 STAGES TO JOB INTERVIEWS

1. THE OPENING
2. INFORMATION GATHERING STAGE
3. INFORMATION GIVING STAGE
4. CLOSING STAGE

# APPLICATIONS & INTERVIEWS

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## HOW TO ACE AN INTERVIEW:

### 1. THE OPENING

- establish rapport with interviewer
- make first impressions
- be on time
- give firm handshake
- make eye contact

# APPLICATIONS & INTERVIEWS

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## HOW TO ACE AN INTERVIEW:

### 2. INFORMATION GATHERING STAGE

- asked about personal abilities, attitudes and career plans
- assess to determine if you are appropriate for the position
- chance to sell your skills and abilities
- speak positively about yourself and others
- turn weaknesses into positives (see handout)

# APPLICATIONS & INTERVIEWS

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## HOW TO ACE AN INTERVIEW:

### 3. INFORMATION GIVING STAGE

- employer sells his/her company
- you should ask questions and/or clarify points about the position
- review reasons why you should be hired – willingness to train, relocate, etc.

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## HOW TO ACE AN INTERVIEW:

### 4. CLOSING STAGE

- interviewer will draw interview to a close
- usually stand up to shake your hand
- you may need to ask when and if interviewer will contact you regarding position/outcome of interview
- THANK interviewer for time
- follow up with thank-you note a few days after interview

# APPLICATIONS & INTERVIEWS

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**COMMON REASONS  
EMPLOYERS REJECT AN  
APPLICATION...**

# APPLICATIONS & INTERVIEWS

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- **Poor appearance**
- **Poor voice, diction, grammar**
- **Little enthusiasm or indifferent**
- **Evades unfavourable questions, etc.**
- **Late for interview or disrespectful**
- **Talks too much/rambles**
- **Negative attitude**
- **Can't sell yourself to employer**
- **Overbearing/aggressive**



# APPLICATIONS & INTERVIEWS

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- **Unwilling to start at bottom**
- **Lack of courtesy or proper etiquette**
- **Poor eye contact or extreme nervousness**
- **Lack of poise or confidence**
- **Condemnation of previous employer**
- **Lack of leadership skills**
- **Talked about salary**
- **Lack of purpose/goals**
- **Lack of knowledge about employer**