



## **Job Seeking Skills**

### **Preliminary Round**

**Purpose:** To encourage HOSA members to develop and/or refine the skills necessary to apply for and obtain employment

**Description:** Competitors shall apply for any health related position for which they are trained or for which they are being trained. Competitors will prepare a cover letter and resume and complete an application to send to Illinois HOSA via email ([illinoishosa32+jobseekingskills@gmail.com](mailto:illinoishosa32+jobseekingskills@gmail.com))

- Rules and Procedures**
1. Competitors in this event must be active members of HOSA-Future Health Professionals, in good standing in the division in which they are registered to compete (Secondary or Postsecondary/Collegiate).
  2. Competitors must be familiar with and adhere to the "[General Rules and Regulations of the National HOSA Competitive Events Program \(GRR\)](#)."
  3. Prior to attending the State Leadership Conference, the competitor should select any health related position, or a position within a health facility, for which he/she is trained or is being trained. (A job for which he/she could actually apply; may be clinical, educational or administrative.
  4. The competitor must prepare a one page cover letter and a one page resume to send to Illinois HOSA. The competitor must complete the attached job application to scan and send to Illinois HOSA via email. The cover letter, resume and job application must be factual and accurate. Competitors should include real work experience and education, and only apply for the type of job that he/she is currently qualified to hold.
  5. Resume, cover letter, and application must be submitted in English for judging.

# APPLICATION FOR EMPLOYMENT



We do not discriminate on the basis of age over 40, race, sex, color, religion, national origin, disability, or any other applicable status protected by state or local law. It is our intention that all qualified applicant be given equal opportunity and that selection decisions be based on job-related factors.

Each question should be fully and accurately answered. No action can be taken on this application until all questions have been answered. Use blank paper if you do not have enough room on this application. PLEASE PRINT, except for signature on back of application. In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based upon non-job-related information.

Job Applied For (PCP, RN, Secretary, CNA, etc.) \_\_\_\_\_ Today's Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Are you seeking: Full-time  Part-time  Temporary  employment? When could you start work? \_\_\_\_\_

_____	_____	( )	_____
Last Name	First Name	Middle Initial	Telephone Number

Present Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Are you 18 year of age or older? Yes  No  (If you are hired you may be required to submit proof of age.)

Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ If hired, can you furnish proof you are eligible to work in the U.S.? Yes  No

Have you ever applied here before? ..... Yes  No  If yes, when? \_\_\_\_\_

Were you ever employed here? ..... Yes  No  If yes, when? \_\_\_\_\_

Have you ever been convicted of any law violation (except a minor traffic violation)? ..... Yes  No

If yes, give details: \_\_\_\_\_  
 (A "Yes" answer does not automatically disqualify you from employment, since the nature of the offense, date, and the job for which you are applying will also be considered.)

Are you now or do you expect to be engaged in any other business or employment? ..... Yes  No

If yes, please explain: \_\_\_\_\_

For Driving Jobs Only: Do you have a valid driver's license? ..... Yes  No

Driver's License Number \_\_\_\_\_ State of License: \_\_\_\_\_ Class of License \_\_\_\_\_

Have you had your driver's license suspended or revoked in the last 3 years? ..... Yes  No

If yes, give details: \_\_\_\_\_

List professional, trade, business or civic activities and offices held. (Exclude labor organizations and memberships which reveal age over 40, race, sex, color, religion, national origin, disability or other protected status.) \_\_\_\_\_

	# of Years Completed	Diploma/ Degree/ Certificate	Subjects Studied
LIST NAME AND ADDRESS OF SCHOOLS			
High School or GED _____	_____	_____	_____
College or University _____	_____	_____	_____
Vocational or Technical _____	_____	_____	_____

What skills or additional training do you have that are related to the job for which you are applying? \_\_\_\_\_

What machines or equipment can you operate that are related to the job for which you are applying? \_\_\_\_\_

Initials: \_\_\_\_\_

List names of employers in consecutive order with present or last employer listed first. Account for all periods of time including military service and any periods of unemployment. If self-employed, give firm name and supply business references. **PLEASE GIVE MONTH AND YEAR.**

NAME OF EMPLOYER	JOB TITLE AND DUTIES	
ADDRESS	DATES OF EMPLOYMENT: FROM TO	
CITY, STATE, ZIP CODE	PAY: START \$ FINAL \$	
SUPERVISOR	TELEPHONE	REASON FOR LEAVING
NAME OF EMPLOYER	JOB TITLE AND DUTIES	
ADDRESS	DATES OF EMPLOYMENT: FROM TO	
CITY, STATE, ZIP CODE	PAY: START \$ FINAL \$	
SUPERVISOR	TELEPHONE	REASON FOR LEAVING
NAME OF EMPLOYER	JOB TITLE AND DUTIES	
ADDRESS	DATES OF EMPLOYMENT: FROM TO	
CITY, STATE, ZIP CODE	PAY: START \$ FINAL \$	
SUPERVISOR	TELEPHONE	REASON FOR LEAVING
NAME OF EMPLOYER	JOB TITLE AND DUTIES	
ADDRESS	DATES OF EMPLOYMENT: FROM TO	
CITY, STATE, ZIP CODE	PAY: START \$ FINAL \$	
SUPERVISOR	TELEPHONE	REASON FOR LEAVING

Have you worked or attended school under any other name? ..... Yes  No   
 If yes, give names : \_\_\_\_\_

Are you presently employed? ..... Yes  No   
 If yes, may we contact your present employer? ..... Yes  No

Have you ever been fired from a job or asked to resign? ..... Yes  No   
 If yes, please explain : \_\_\_\_\_

Give three references, not relatives or former employers.

Name	Address	Phone
_____	_____	( ) - _____
_____	_____	( ) - _____
_____	_____	( ) - _____

**PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING**

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.

I understand that the employer may request an investigative consumer report from a consumer reporting agency. This report may include information as to my character, reputation, personal characteristics and mode of living obtained from interviews with neighbors, friends, former employers, schools and others. I understand I have a right to make a written request within a reasonable time for the disclosure of the name and address of the consumer reporting agency so that I may obtain a complete disclosure of the nature and scope of the investigation.

I authorize the investigation of any of all statements contained in this application and also authorize any person, school, current employer (except as previously noted), past employers and organizations named in this application to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organization from any legal liability in making such statements.

I understand that if I am extended an offer of employment it may be conditioned upon my successfully passing a complete pre-employment physical examination. I consent to the release of any or all medical information as may be deemed necessary to judge my capability to do the work for which I am applying.

I understand I may be required to successfully pass a drug screening examination. I hereby consent to a pre and/or post employment drug screen as a condition of employment, if required.

I UNDERSTAND THAT THIS APPLICATION OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE A CONTACT OF EMPLOYMENT NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. IF EMPLOYED, I UNDERSTAND THAT I HAVE BEEN HIRED AT THE WILL OF THE EMPLOYER AND MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT CAUSE AND WITH OR WITH NOTICE. I have read, understand, and by my signature consent to these statements.

Signature \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

This application for employment will remain active for a limited time. Ask the organization representative for details.

# JOB SEEKING SKILLS PRELIMINARY ROUND JUDGE'S RATING SHEET

Section # \_\_\_\_\_ Division: \_\_\_\_\_ SS \_\_\_\_\_ PS/Collegiate  
 Competitor # \_\_\_\_\_ Judge's Signature \_\_\_\_\_

Items Evaluated	Points Possible						Points Awarded
	Superior ----- Poor						
<b>No partial points are given in Section A. All three items <u>must</u> be completed to receive 30 points. If any portion is missing, Section A is scored a 0.</b>							
<b>A. Points for following Guidelines</b> * Cover letter and resume sent to Illinois HOSA by deadline. * Cover letter and resume are one page each * Submitted in English	30					0	
<b>B. Cover Letter</b>							
Content (factual, accurate, complete)	5	4	3	2	1	0	
Neatness, spelling, grammar	5	4	3	2	1	0	
<b>C. Resume</b>							
Content/organization (factual, accurate, complete)	5	4	3	2	1	0	
Neatness, spelling, grammar	5	4	3	2	1	0	
<b>D. Job Application</b>							
Completeness	5	4	3	2	1	0	
Neatness, spelling, grammar	5	4	3	2	1	0	
Reflects job competitor is qualified to hold	10	8	6	4	2	0	
<b>TOTAL POINTS</b>	<b>70 ----- 0</b>						