

# *Employment Applications*

Description: Filling out job applications can seem tedious. Learn how to pass this first hurdle on your way to the interview.

What you will learn:

- ♦ Why employers use applications
- ♦ Tips for completing an application
- ♦ Answering problem questions
- ♦ Simple applications

Textbooks/materials: Getting the Job You Really Want (Farr)

Michigan Works  
Service Center  
Locations/Times:

***PH MC CT R***  
2<sup>nd</sup> and 4<sup>th</sup> Thursday of the month  
9:00 a.m. to 10:00 a.m.

Code: JT9 (PH)  
Code: JT10 (MC)  
Code: JT11 (CT)  
Code: JT12 (R)