



Job Application

Description

Students submit a job application electronically prior to the competition. Late entries will not be judged. All applications will be printed for judges, evaluated and returned to teachers. [Click here to complete Online Job Application.](#)

Submission deadline: April 15, 2020

Type of Event

- Based on the accuracy of the completion of the application, students will be awarded a range of points in each of the following categories:
 - **Contact Information** - 15 points
 - **Job Information** - 10 points
 - **Education** - 5 points
 - **Work/Volunteer Experience** - 15 points
 - **References** - 12 points
 - **Criminal Record** - 2 points If a student has been convicted of a felony or is currently charged with a felony he/she must explain the charges/conviction
 - **Informational Questions** - 28 points (4 questions, 7 points each)
 - **Signature** - 3 points
 - **Final Review/Attention to Detail** - 10 points
- For this event, mechanical errors refers to standard English usage including spelling, capitalization, grammar, etc.

Evaluation

- Students will be scored using the rubric on the following page. **Please review rubric for specific criteria for evaluating the application.**
- In every event, students are expected to present themselves in a professional manner.

Scoring

- **Competitors with the top three scores in this event will receive a gold, silver, or bronze medal.**
- **All students:**
 - Scoring between 100-90 will receive a gold certificate
 - Scoring between 89-80 will receive a silver certificate
 - Scoring between 79-70 will receive a bronze certificate
 - Scoring 69 and below will receive a participation certificate



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Grading Rubric

What is being evaluated:	EXCELLENT	ABOVE AVERAGE	AVERAGE	LIMITED	Points Awarded
Contact Information	<p>15</p> <ul style="list-style-type: none"> No mechanical errors All information filled out 	<p>14-13</p> <ul style="list-style-type: none"> 1 mechanical error All information filled out 	<p>12-10</p> <ul style="list-style-type: none"> 2 mechanical errors All information filled out 	<p>9-0</p> <ul style="list-style-type: none"> 3 or more mechanical errors Information missing 	
Job Information	<p>10</p> <ul style="list-style-type: none"> No mechanical errors All information filled out Realistic salary requested 	<p>9</p> <ul style="list-style-type: none"> 1 mechanical error All information filled out Realistic salary requested 	<p>8-7</p> <ul style="list-style-type: none"> 2 mechanical errors All information filled out Realistic salary requested 	<p>6-0</p> <ul style="list-style-type: none"> 3 or more mechanical errors Information missing Salary unrealistic 	
Education	<p>5</p> <ul style="list-style-type: none"> No mechanical errors All information filled out 	<p>4</p> <ul style="list-style-type: none"> 1 mechanical error All information filled out 	<p>3</p> <ul style="list-style-type: none"> 2 mechanical errors All information filled out 	<p>2-0</p> <ul style="list-style-type: none"> 3 or more mechanical errors Information missing 	
Work/ Volunteer Experience	<p>15</p> <ul style="list-style-type: none"> No mechanical errors At least 2 experiences listed All listed chronologically, most recent first All information complete 	<p>14-13</p> <ul style="list-style-type: none"> 1 mechanical error At least 2 experiences listed All listed chronologically, most recent first All information complete 	<p>12-10</p> <ul style="list-style-type: none"> 2 mechanical errors At least 1 experience listed All listed chronologically, most recent first Some information incomplete 	<p>9-0</p> <ul style="list-style-type: none"> 4 or more mechanical errors No experiences listed 	
References	<p>12</p> <ul style="list-style-type: none"> No mechanical errors At least 3 references listed All include full name, relationship, phone number No family members listed 	<p>11-10</p> <ul style="list-style-type: none"> 1 mechanical errors At least 3 references listed All include full name, relationship, phone number No family members listed 	<p>9-8</p> <ul style="list-style-type: none"> 2 mechanical errors At least 2 references listed Some information incomplete No family members listed 	<p>7-0</p> <ul style="list-style-type: none"> 4 or more mechanical errors No references listed 	
Criminal Record	<p>2</p> <ul style="list-style-type: none"> Information completed <p>In cases where a felony has been committed and an explanation is given, judges will have the opportunity to award additional points for a detailed and appropriate explanation in the "Final Review & Attention to Detail Category."</p>			<p>0</p> <ul style="list-style-type: none"> Information not completed 	



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Informational Questions	<p align="center">28</p> <ul style="list-style-type: none"> No mechanical errors Lists pertinent accomplishments Math is done correctly and denominations of money returned is correct Response to angry customer is realistic and appropriate Response to final question gives at least 2 of the following: why they want to work for the company, how their skills fit into the needs of the company, or what they want to gain from working at the company 	<p align="center">27 -24</p> <ul style="list-style-type: none"> 1-2 mechanical errors Only 2 accomplishments listed Math is done correctly and denominations of money returned is correct Response to angry customer is realistic and appropriate Response to final question includes specific reasons why they want to work for the company 	<p align="center">23-18</p> <ul style="list-style-type: none"> 3-4 mechanical errors Only one accomplishment listed 1 or 2 questions answered incorrectly or incompletely 	<p align="center">17-0</p> <ul style="list-style-type: none"> 5 or more mechanical errors No accomplishments listed 3 or more questions answered incorrectly or incompletely 	
Signature	<p align="center">3</p> <ul style="list-style-type: none"> Signature and date included 		<p align="center">2</p> <ul style="list-style-type: none"> Signature included Date absent 	<p align="center">0</p> <ul style="list-style-type: none"> Signature and date absent 	
Final Review & Attention to Detail	<p align="center">10</p> <ul style="list-style-type: none"> All questions answered completely with no mechanical errors Applications stands out as exceptional If felony question is answered yes, response is addressed in a professional, thoughtful manner 	<p align="center">9</p> <ul style="list-style-type: none"> All questions answered completely with only 1 to 3 mechanical errors Application filled out in a professional manner If felony question is answered yes, response is addressed in a professional, thoughtful manner 	<p align="center">8-7</p> <ul style="list-style-type: none"> All questions answered completely with only 4-6 mechanical errors If felony question is answered yes, response is addressed in a professional, thoughtful manner 	<p align="center">6-0</p> <ul style="list-style-type: none"> Does not demonstrate proficiency in completing a job application 	
<p align="center">Judges, please total scores using whole numbers only. Please add any additional comments below.</p>					<p align="right">Final Score:</p>