

Application Process

The goal is to submit an application that will get you an interview.

Step 1:

Dress conservatively when picking up an application, meet with the employer in charge of hiring, and introduce yourself using your first and last name.

Monolog:

“Hello, my name is Angie Kim, I was referred by Irvine Youth Employment Services. I’m interested in applying for the Customer Service position and would like to fill out an application.”

Step 2:

Fill out the application. Use a ball-point black ink pen, answer all the questions. If the question is not relevant to you, indicate not applicable (N/A). Include an in-depth and detailed summary of your work and/or volunteer experience, dates, and references (references cannot be family or friends). Lastly, attach the Irvine Youth Employment Services referral to your application.

Make sure spelling and grammar are correct and application is readable!

Step 3:

Hand in the application to the manager and inform the employer you are looking forward to meeting with them to further discuss your qualifications in person!

Monolog:

“Thank you for the application, I’m looking forward to meeting with you soon to discuss my qualifications and interest in more detail. Please call me at your earliest convenience. Thank you!”

Lastly: Follow-up Call

If you have not heard back from the employer after a week, make sure to do a follow-up call to the employer asking the status of your application.

“Hi my name is Angie Kim, I came in last week and filled out an application. I wanted to check the status of my application, is the position still available?”

For One-On-One Application Assistance Please Contact an Employment Coordinator.

(949) 724 –6741