outh Program

The Marion Bennett Youth Employment and Training Program provides all clients with a unique class in Survival Skills. So many of the youth in the program showed a need for survival skills that we felt that the gereral public too needs information regarding (1)) preparation to get a job, (2) applying for a job, (3) where and how to find a job, (4) how to conduct yourself during a job interview and (5) how to keep the job after you get it.
Although these are not the only subjects which one must add to his arsenal of survival skills, it will behoove anyone who is seeking, employment to start off by following this simple check list:

1. Are you in possession of your Birth Certificate. If "no!", see below to "Thi-ngs I Need; " Rem I.

2. Are you in possession of your Social Security, number? If "not", see below Item 22

3. Do you have a completed sample application blank? If "no", see below item

4. Do you have one 3 x 5 card with information necessary to complete an ap-plication blank? If "no!", see Item 4.

5. Have you completed three applications for a job? If "no!", see Item 5.
6. Have you had a complete mock interview with a professional friend or at an em-

ployment office? IF "no!" see Item 6. 7. Have you had an actual live interview for a job before? If not, see Item 7. 8. Get the mane and address for three

private employment agencies. 91. Get two job listings from a local news-paper that you would be interested in

applying for.

10) The name and address of three unions which are appropriate for your skills or desired skills.

The name of three businesses that you have visited for a position.

THINGS UNKEED

Birth Certificate: \$3.00

If born outside the state of Nevada, you should write to the county in the state of your birth_

(Name) County Courthouse County Clerk's Office, or Clerk of Records

City, State ZIP

born in the State of Nevada before

1956, you must write to: Health, Education & Welfare Department of Vital Statistics.

Carson City, Nevada 89701

If born in Clark County after 1955, you Clark County Health Department

625 Shadow Lane Las Vegas, Nevada 89101

You may also go in person to the Clark County, Health Department and request a Birth Certificate. If you go to the Clark County Health Department in person, the hours are 8:00 A.M. to 4:00 P.M. Monday through Friday. When you enter the Health Department building, stop at the Information Desk located in the lobby and ask for the office that issues Birth Certificates. Birth Certificates.

The information you will need to obtain your Birth Certificate is: Date of Birth (Day, Month, Year), Place of Birth (City, County, State), Mother's Maiden Name and your full name.

Here is a sample letter for your convenience in writing for your birth certificate.

(current Date) Clark Gounty Health Department 626 Shadow Dane Las Vegas, NV 89110

Dear Sire

SUBJECT: Birth Certificate for Mary Jane Doe Enclosed is a check (money order) for \$3.00 to cover the cost of issuing my Birth Certificate.

Iwas born on June 19, 1959, at Southern Nevada Memorial Hospital in Las Vegas, Nevada, to Mr. & Mrs. John Phillip Doe and my mother's maden name was Jane Marie

My current address is: Miss Mary J. Doc 1856 Brierwood Road Las Vegas, NV 89107 Thank you for this service. Sincerely,

Mary J. Doe: Social Security Card: No Charge:

To receive your Social Security Card and Number, make application at the Social Sec-urity Office nearest you. There are two offices in this metropolitan area, with office hours between 9,00 A.M. and 4,00 P.M. Monday through Friday.

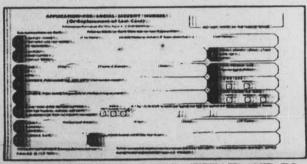
Social Security Administration (Federal Bidg.)

300 Eas Vegas, NV 89101, or Social Security Administration 2031 McDANIEL

North Las Vegas, NV 89030

After completing the application card and turning it in at the desk, you will receive your Social Security Card in the mail from Baltimore; Maryland, in four (4) to six (6)

Below is a SAMPLE application card for you to complete:



APPLYING FOR A JOB (TODAY AND TO-NORREOWA

Securing a job is the selling of your ability and personality to each person who sees your application form and interviews you. Your application form gives the empioyer his first impression of you. If you give a poor impression on your application you will never get the interview necessary to be offered the job.

You will need the following correct in-

vormation to complete most applications:

L. Full name (first, middle, and last).

2. Current address, including ZIP code

3. Previous addresses for five (5) years

4. Date and place of birth

5. Parent's full name.

6. First (5) references (full name address.

6. Five (5) references (full name, address, occupation and telephone number)
Name of last school attended (address

and telephone) If you have worked previously, you will need the following information:
a. Name of business

Dates of employment Address of business and telephone number

Rate of pay

Name of supervisor

Job title or duties

g. Reason for leaving If you have trouble remembering or spelling any information, write it on a 3 x 5 card and carry, the card with you.

When completing any application blank do

the following: 1. Always use a ballpoint pen with BLUE or

BLACK ink. (Typing the form is also accept-

NOTE: Many employers will not consider forms completed in pencil because

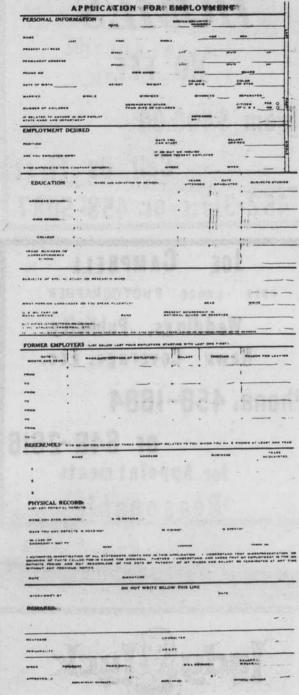
they are hard to read.

Print all information in a neat style.

NOTE: Printing is usually easier to read

than handwriting.

When completing the "Sample" Application
Blank below, use the suggestions given.



MORE LATER

FELL



