

Checklist of Things to Remember

Here is a simple checklist of things to remember when picking up job application forms in person.

- √ Master application
- √ Two (or three!) black ballpoint pens
- √ Copy of the job advertisement (if applicable)
- √ Maps of employer's location, parking instructions, etc.
- √ Employer's phone number
- √ Breath mints
- √ Social Security Card
- √ Driver's license/photo identification
- √ Money (for parking or bus fare)
- √ Notepad
- √ Résumés (at least 5 of them)
- √ Reference Sheet (at least 5 of them)
- √ Certificate of Employment (if 14 or 15 years old)
- √ Certificate of Age (if 16 or 17 years old)
- √ Copies of diploma, licenses, and/or certificates
- √ Letters of recommendation
- √ Samples of work materials (career portfolio if appropriate)
- √ Cellular phone (turn the phone OFF when on the employer's property)
- √ Professional-looking folder (to hold all your paperwork)
- √ Dress professionally