

your employment history. Treat the application seriously and take time to fill it out carefully and completely. It is illegal for a job application to ask about marital status, height, weight, age, handicaps, race or national origin, religion, or political information. The job application form usually asks you to state your work experience and list references.

When filling out the job application, be sure to write or print clearly. It is always good practice to bring a pen when applying. Blue or black ink pens are best. Use correct grammar and punctuation and organize thoughts before writing them on the form. If responses on an application are unclear or messy, you will not make a good impression on the interviewer. Remember, if completing an application online, grammar, spelling, punctuation, and organization are equally important.

If there is something on the form that you don't understand, you should leave the space blank or write "please see me" in the space. Write "n/a" if a question is "**not applicable**" (doesn't apply). Later, you can ask the person who handed you the application to explain any questions, or you can discuss them with the interviewer.

When answering questions about money on the application, write "Open." Learn about the job before making any decisions about the salary. You might be asked to state how much money you earned on previous jobs. Be honest. Don't exaggerate.

Even if you have no work experience, you still may have qualities and skills that are needed in the workplace. List any volunteer work, baby-sitting jobs, or school or church activities that show experience, such as contributing efforts to projects.

Applicants are asked to sign their name on the application form to state that they have answered all questions and given information that is true and accurate to the best of their knowledge. An online application will also require some sort of acknowledgment. Being dishonest on a job application can be a reason for immediate termination (firing). Employers do check on educational and work background, as well as contact references.

All job applications are basically the same, so once you have completed one form, you will know what to expect on others. Table 12.2 lists some terms that are commonly found on job application forms.

**Table 12.2: Words Commonly Found on Job Applications**

<b>Word</b>	<b>Meaning</b>
Employment	Work; a job
Personal information	Facts about self
Social Security number	Numbers assigned by the government to all people who apply; everyone who wants to work is required to have a Social Security number
Related	From the same family
Employment desired	The kind of job wanted
Position	Job; area an applicant wants to work in
Salary desired	Wage or salary the applicant will accept to do a job
Inquire	Ask
Education	School experience
Location	Where something is
Permanent address	The location of applicant's permanent home
Date graduated	The day, month, and year the applicant finished school; if still in school, the applicant can write an expected graduation date
Activities	Things an applicant does, especially for relaxation or fun
Former employers	People for whom the applicant used to work
References	People who know the applicant and will tell an employer about the applicant
Business	The kind of work a person does
Years acquainted	How long the applicant has known a particular person
Physical conditions	State of health or fitness
Injured	Hurt
Detail	A small item or piece of information
Emergency	An unexpected situation calling for fast action
Notify	To inform

## *College Applications*

In addition to asking for name and address, **college or trade school applications** require education information. The application may also require that applicants state the program or course of study they are applying for and ask

them to complete a short essay. When writing the essay, remember that the person reviewing the application is looking for signs that you will be successful. If the essay is open-ended, write about successes and future goals. Ask parents or a teacher to review draft essays. It is always a good idea to have an essay proof-read by someone who is particularly strong in grammar and composition.

**[fast fact]****Did You Know...?**

Many schools accept online applications that require the same type of information as traditional applications. In addition, the Common Application has become acceptable at many colleges. This is a common, standardized first-year application form for use at any member institution. Both online and print versions of its first-year and transfer applications exist and are suitable for submission to nearly 400 institutions across the country.

Source: [www.commonapp.org](http://www.commonapp.org)

You will also be asked to have high school transcripts sent to the college. The admissions office at the school will look at the application and transcript to see the courses you took and your grade point average. This information helps determine whether or not you will be accepted into the program.

It is *not* illegal for college applications to ask about race, national origin, or birth date. However, you may choose not to answer these questions. Schools use this information to gather statistics about their student population and make decisions about incoming classes.

It's important to remember that the process of completing college applications has stages with strict deadlines. Applications and essays must be delivered to schools within a specified time frame. Essays take time to write. Also be aware of the time it will take for a school district to provide grades to application schools. Certain school districts have longer return times after transcripts have been requested. Keep track of deadlines and make sure there's enough time to provide all the necessary documents.

Most careers in the restaurant and foodservice industry require at least a high school diploma or the equivalent. Admission to a college or trade school also requires a high school diploma. No matter what careers are of interest, completing high school and continuing education are the first steps to a successful future.

Although not all restaurant and foodservice careers require a college education, many do. For instance, to become a professional certified chef, dietitian, nutritionist, food stylist or food scientist, marketer, home economist, manager of

a restaurant or property, or accountant, you will most likely need to complete additional classes and training.

Consider the following questions when deciding which college or trade school to attend:

- Does the school have a program in your chosen field that fits your needs? Does it offer the certification, associate's degree, or bachelor's degree in which you are interested?
- Is the institution regionally accredited? This will allow the credits you earn to be transferred to other regionally accredited institutions.
- If class times or schedules conflict with your other priorities, find out whether the school offers evening classes or correspondence classes through video, satellite, or Internet broadcasts.
- What are the entrance requirements? Several schools place just as much emphasis on motivation and interest in succeeding as they do on grades and test scores.
- What are the fees for applying?
- What are the application deadlines?
- Where is the school? Can you live at home or must you live on campus? Will you need your own car? If the school's main location is not convenient for you, remember that many colleges offer classes in several locations. If you are interested in visiting campuses, colleges offer tours for prospective students and their families.
- How much does it cost? What kind of financial aid is available? Are scholarships available for which you would qualify? Many colleges have private and federally funded financial-aid programs, including grants, loans, scholarships, and work-study programs. Be sure to ask about them.
- What is the reputation of the program? The reputation of the program determines the value of the degree in seeking employment.
- What is the success rate of the graduates of the school? Does the school assist former students in their job searches? Several schools actually have their own placement offices that help link graduates directly with employment opportunities.
- What other activities are available at the school? What kinds of clubs and organizations are available for you to explore your interests and develop skills? Participation in college organizations can also contribute to an impressive résumé.

To find the answers to these questions, begin with a high school guidance office or local library. Don't be afraid to make some phone calls. Find college application and financial aid information, as well as phone numbers, on the Internet. Finally, visit the narrowed list of colleges and universities if possible. See what they have to offer in person.

[fast fact]

**Did You Know...?**

Do you like researching online? Want help in learning how to tackle going to college or trade school? Try:

[www.knowhow2go.org](http://www.knowhow2go.org)

or

[www.whatsnext4me.com](http://www.whatsnext4me.com)

## Scholarships

A **scholarship** is a grant or financial aid award to a student for the purpose of attending college. A large number of available **scholarships** aren't awarded each year because no one applies. The first step in being awarded a scholarship is applying. Applicants who meet the base criteria for the scholarship should apply and let the awarding organization make the decision. They should not assume that they will not get a scholarship. Only by not applying do students guarantee that they won't get any scholarships.

To find scholarships, try the following:

- Contact the financial aid office of the school to find out what types of scholarships the school offers and how to apply for them.
- Search the Internet. Some Web sites collect and organize scholarship information. Narrow the search based on potential majors, but don't overlook scholarships that might be available to all students. Also consider searching for scholarships based on ethnicity or disability.
- Talk with a guidance counselor. Share findings and ask about any local scholarships that might be available.

Scholarship applications are similar to college applications in that they always have deadlines. Some also require applicants to answer questions or submit an essay. Add these due dates to the continuing list of application deadlines.

Some states and schools also have **financial aid** to offer students. This includes grants, educational loans, and **work study** (working as a student for the school). To qualify for financial aid at any school that receives federal funds (almost all

of them), the student and the student's parents will need to complete the **Free Application for Federal Student Aid (FAFSA)**. Get information about the FAFSA and the deadlines for submission at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). This application is used by the federal government to determine the total amount of financial aid for which an applicant qualifies. In most cases, students should automatically apply for financial aid and let the school determine whether they qualify. Remember that educational loans do have to be repaid, so students should minimize borrowing if possible.

Most people need help to pay for tuition and other expenses at colleges, trade schools, and community colleges. The Free Application for Federal Student Aid, or FAFSA, is a government form students and their parents can complete and submit to obtain federal grants or student loans at low interest rates. Grants do not need to be repaid; loans, however, must be repaid over a period of time after graduation.

[trends]

#### Financial Aid

In 2008–2009, 66 percent of undergraduates received some type of financial aid. The amount of aid given averaged \$9,100.

Source: U.S. Department of Education, National Center for Education Statistics

[fast fact]

#### Did You Know...?

The National Restaurant Association Educational Foundation (NRAEF) is the leading scholarship provider for the restaurant and foodservice industry. The organization's goal is to award scholarships to motivated individuals who are committed to furthering their education and succeeding in careers in the restaurant and foodservice industry.

Scholarships are available to first-time and continuing undergraduate students who want an education and a career in the restaurant and foodservice industry. Interested students must complete an application packet, which is then evaluated by judges from across the industry. The scholarships are awarded based on merit.

For more information and to apply for an NRAEF scholarship, visit [www.nraef.org](http://www.nraef.org).

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## Essential Skills

### *Completing a FAFSA*

All students should complete the FAFSA even if they think they are not eligible for assistance. Here are some tips on completing and submitting the form, which is available both in hard copy and online.

- ❶ Gather the necessary documents. These usually include parents' most recent tax returns, as well as the student's (if employed), plus driver's license, Social Security number, and statements from any bank accounts. Other documents may be necessary, depending on personal circumstances; check the U.S. government's Web site for details.
- ❷ Complete the application as early in the year as possible. The FAFSA can be submitted at any time throughout the year, but January is when new funds become available for grants and loans. The earlier a student applies, the greater the chance of obtaining money. Moreover, state or school deadlines may exist for submitting a FAFSA; be sure to look into this.
- ❸ Students should know what schools they would like to attend, when they expect to start classes, and, possibly, what degrees they plan to pursue. Copies of the Student Aid Report will be sent to these schools (and to the student) when available.
- ❹ Be sure to fill out the FAFSA correctly. For questions, talk with the school's guidance counselor. Intentionally providing incorrect information can result in fines or even prison.

Don't forget to look for scholarships and grants. Thousands are available each year, and unlike loans, they don't need to be repaid. Work-study positions on campus are also available: these jobs pay students directly, so they have cash for textbooks or even the occasional movie night with friends.

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## Summary

In this section, you learned the following:

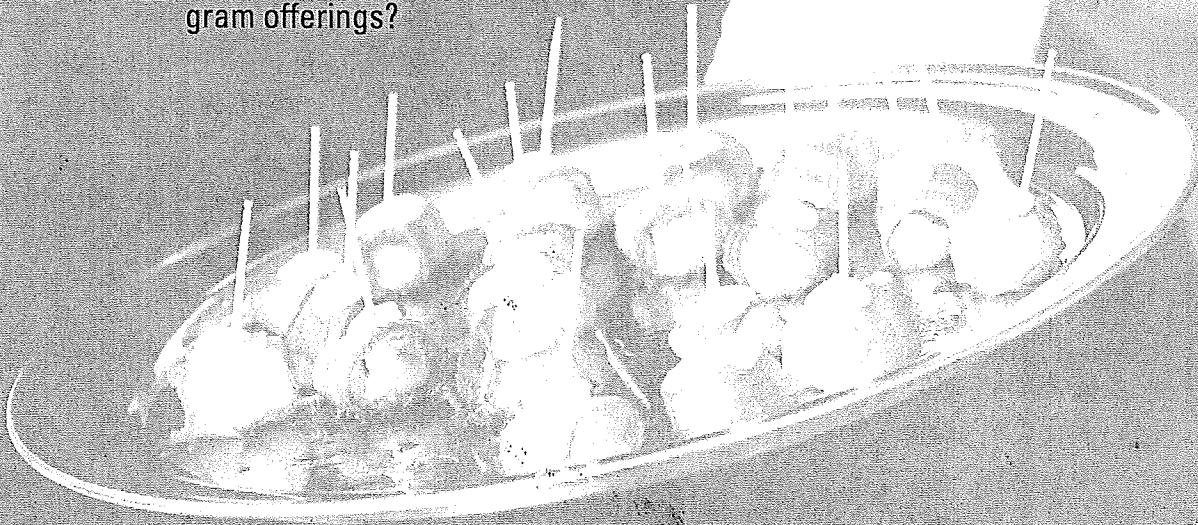
- A job application form gives general information, and it reveals some insights about you to the employer. When completing a job application form, write or print clearly, use correct grammar and punctuation, and organize your thoughts.
- College and trade school applications require education information. Consider the following questions before choosing a college or trade school:
  - Does the school have a program in your chosen field?
  - Is the institution regionally accredited?
  - Does the school offer evening or correspondence classes?

- What are the entrance requirements?
  - What are the fees for applying?
  - What are the application deadlines?
  - Where is the school?
  - How much does the school cost?
  - What is the reputation of the program?
  - What is the success rate of the graduates of the school?
  - What other activities are available at the school?
- Consult with your high school guidance office or library before choosing a college or trade school. Visit the schools that you are interested in to see what they have to offer in person.
  - Scholarship application forms are similar to college applications. They have deadlines and ask for personal information about you and your financial situation.
  - Contact the financial aid office of the school you are interested in to find out what types of scholarships the school offers and how to apply for them. Search the Internet for scholarship opportunities. Talk with your guidance counselor and ask about local scholarship opportunities.



## Section 12.2 Review Questions

- ① What information do you need to complete a job application form?
- ② List the steps you should take when applying to a college or trade school.
- ③ List three ways to find out about scholarship opportunities.
- ④ Explain the Free Application for Federal Student Aid (FAFSA).
- ⑤ Although Ron Yudd had a degree in English literature, he chose to stay in the restaurant industry, which was his passion. What types of degrees more closely related to the restaurant and foodservice industry might be of interest to you? Why?
- ⑥ Suppose Sam's first interview doesn't work out. What tools and resources can he use to find a new job as a field distributor?
- ⑦ What types of financial aid are available for college or trade school education?
- ⑧ How can you determine which school offers the best program for you? How can you learn about the school environment as well as its program offerings?



## Section 12.2 Activities

### 1. Study Skills/Group Activity: Career Path

With two other students, discuss the positive and negative opportunities in each scenario.

- a. Taking a full-time job after graduating from high school
- b. Attending college or trade school full-time after graduating from high school
- c. Working while attending college or trade school after graduating from high school

Why might some paths be better for some individuals than others?

### 2. Activity: Scholarships and Financial Aid

Search the Internet to find out what types of scholarships and financial aid are available to you.

### 3. Critical Thinking: Career Paths

Talk with some recent graduates or students at a local college or university to learn more about how they made their own decisions about career paths. What suggestions do they have?