

Application

For every college, job, or training program to which you apply, you will complete an application. The ability to complete an application is a skill you will use throughout life. You must be able to understand the questions, know all the required information, and be able to fit your answers in limited spaces.

1. For your Portfolio you are required complete a job application and any of the following:
 - college or university admissions
 - training program
 - scholarship award
2. Before writing, make a copy of the application form and save the original. (use the attached practice application form)
3. Complete the first copy of the application in pencil. Answer every question. If a question does not apply to you, write "N/A" or "Not Applicable".
4. Type or neatly write your final version on the original copy of the application. Proofread your work and correct all mistakes.

Requirements

Your application must be:

- completely filled in with no blank spaces
- neat and easy to read
- free of all mistakes
- Completed in black ink

- Go to the employer of your choice, to get an application for your portfolio.
- Go to the career center to get applications for: a specific training program, scholarship and colleges.