



**HOW TO KEEP YOUR JOB**

1. BE ON TIME, EVERY DAY
2. WORK HARD AND COMPLETE YOUR ASSIGNMENTS
3. LISTEN CAREFULLY TO INSTRUCTIONS AND ASK QUESTIONS IF YOU DO NOT UNDERSTAND
4. KEEP YOUR EYES AND EARS OPEN, WATCH AND LEARN
5. SHOW INITIATIVE
6. KEEP A POSITIVE ATTITUDE
7. BE WILLING TO ACCEPT CONSTRUCTIVE CRITICISM
8. CALL IN IF YOU ARE SICK, OR MAKE ARRANGEMENTS IN ADVANCE IF YOU KNOW YOU NEED TO MISS WORK
9. IF YOU GET ANGRY, TAKE A TIME OUT, ASK TO TALK TO YOUR BOSS ABOUT THE PROBLEM THAT MADE YOU ANGRY
10. DO NOT WALK OFF THE JOB
11. DO NOT HIT ANYTHING OR ANYONE
12. SAY PLEASE, THANK YOU, AND EXCUSE ME
13. DO NOT SWEAR

**SPONSORED BY**



**Connecting Activities Program**



107 Merrimack St, Lowell MA 01852



Greater Lowell Technical High School  
Every Tuesday  
8:30 a.m to 12:00 p.m  
Room 3254

Lowell High School  
Every Wednesday  
8:30 a.m to 12:00 p.m  
Room 112

Dracut High School  
Every other Thursday  
8:30 a.m to 12:00 p.m  
Room A122

Tewksbury High School  
Every other Thursday  
8:30 a.m to 12:00 p.m  
Guidance Department

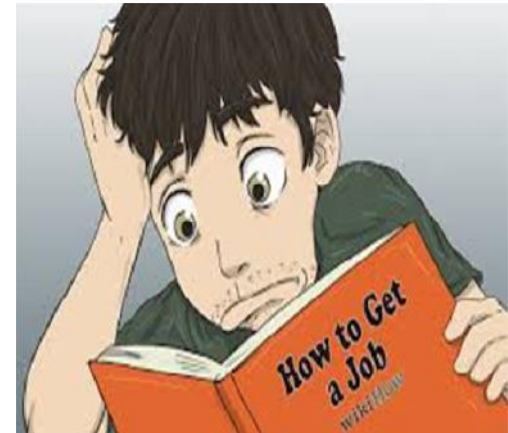


**For More Information**

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**PART TIME JOBS FOR HIGH SCHOOL STUDENTS**



S B O J E M I T T R A P

Sponsored by:

Greater Lowell Workforce Investment Board

Connecting Activities Program  
and Career Center of Lowell

# TIPS FOR COMPLETING A JOB APPLICATION

Print neatly using ink

**NO PENCILS**

Follow the instructions

Be honest and don't stretch the truth

Ask permission before listing someone as a reference

Read the entire Application before you begin writing



HOW YOU COMPLETE AN APPLICATION SHOWS AN EMPLOYER HOW WELL YOU FOLLOW DIRECTIONS AND COMPLETE TASKS

Arrive ten to fifteen minutes early

Wait to be asked to take a seat

Give a firm handshake

Eye contact

No gum or candies

Turn off your cell phone

No friends or family with you

BRING A RESUME AND 3 REFERENCES



**NO JEANS**



**NO SHORTS**



**NO SHORTS**



**NO SWEATS PANTS**



**NO STRAPLESS**

**NO HATS, NO SUNGLASSES, COVER BODY JEWELRY AND TATTOOS**



WHY DO YOU WANT TO WORK HERE?

WHY DID YOU LEAVE YOUR LAST JOB?

HOW WELL DO YOU WORK WITH PEOPLE?

WHY SHOULD I HIRE YOU?

INTERVIEW QUESTIONS

HOW WOULD YOU DESCRIBE YOURSELF?