



NORTH CAROLINA FFA JOB INTERVIEW CDE EMPLOYMENT APPLICATION

Please print and complete all sections.

APPLICANT INFORMATION

Applicant Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

How were you referred to Company? _____

EMPLOYMENT POSITIONS

Position(s) applying for: _____

Are you applying for:

Temporary work such as summer or holiday work? [] Y or [] N

Regular part-time work? [] Y or [] N

Regular full-time work? [] Y or [] N

What days and hours are you available for work? _____

If hired, what date can you start working? _____/_____/_____

Can you work on weekends? [] Y or [] N

Can you work evenings? [] Y or [] N

Are you available to work overtime? [] Y or [] N

Salary desired: \$ _____

PERSONAL INFORMATION:

Have you ever applied to / worked for Company before? [] Y or [] N

If yes, please explain (include dates): _____

Do you have any friends, relatives or acquaintances working for Company? [] Y or [] N

If yes, state name and relationship: _____

If hired, would you have transportation to/from work? [] Y or [] N

Are you over the age of 18? [] Y or [] N (If under 18, hire is subject to verification of minimum legal age.)

If hired, would you be able to present evidence of your U.S. citizenship or proof of your legal right to work in the United States? [] Y or [] N

If hired, are you willing to submit to and pass a controlled substance test? [] Y or [] N

Are you able to perform the essential functions of the job for which you are applying, either with / without reasonable accommodation? [] Y or [] N

If no, describe the functions that cannot be performed: _____



(Note: Company complies with the ADA and considers reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. It is possible that a hire may be tested on skill/agility and may be subject to a medical examination conducted by a medical professional.)

Have you ever been convicted of a criminal offense (felony or misdemeanor)? [] Y or [] N

If yes, please describe the crime. State nature of the crime(s), when and where convicted, and disposition of the case.

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The date of the offense, the nature of the offense, including any significant details that affect the description of the event, and the surrounding circumstances and the relevance of the offense to the position(s) applied for may however be considered.)

EDUCATION, TRAINING AND EXPERIENCE

High School Name _____

High School Address _____

City _____ State _____ Zip _____

Number of years completed: _____ Did you graduate? [] Y or [] N

Degree / Diploma earned: _____

ADDITIONAL INFORMATION

Do you speak, write or understand any foreign languages? [] Y or [] N

If yes, describe which language(s) and how fluent of a speaker you consider yourself to be. _____

Do you have any other experience, training, qualifications or skills which you feel should be brought to our attention in the case that they make you especially suited for working with us? [] Y or [] N

If yes, please explain: _____

EMPLOYMENT HISTORY

Are you currently employed: [] Y or [] N If so, may we contact your current employer? [] Y or [] N

Please describe past and present employment positions dating back five years. Please account for all periods of unemployment. Even if you have attached a resume, this section must be completed.

Name of Employer _____

Name of Supervisor _____ Phone _____

Business Type _____

Address _____

City _____ State _____ Zip _____



Length of Employment (include dates) _____

Position and Duties _____

Reason for Leaving _____

May we contact this employer for references? [] Y or [] N

Name of Employer _____

Name of Supervisor _____ Phone _____

Business Type _____

Address _____

City _____ State _____ Zip _____

Length of Employment (include dates) _____

Position and Duties _____

Reason for Leaving _____

May we contact this employer for references? [] Y or [] N

REFERENCES

List three persons who have knowledge of your work performance within the last four years (professional references only please)

First & Last Name _____ Phone _____

Address _____

City _____ State _____ Zip _____

Occupation _____ Number of years acquainted _____

First & Last Name _____ Phone _____

Address _____

City _____ State _____ Zip _____

Occupation _____ Number of years acquainted _____

First & Last Name _____ Phone _____

Address _____

City _____ State _____ Zip _____

Occupation _____ Number of years acquainted _____



Please read and initial each paragraph; then sign below.

I certify that I have not purposely withheld any information that might adversely affect my chances for hiring. I attest to the fact that the answers given by me are true and correct to the best of my knowledge and ability. I understand that any omission (including any misstatement) of material fact on this application or on any document used to secure can be grounds for rejection of application or, if I am employed by this company, terms for my immediate expulsion from the company.

I understand that if I am employed, my employment is not definite and can be terminated at any time either with or without prior notice and by either me or the company.

I permit the company to examine my references, record of employment, education record, and any other information I have provided. I authorize the references I have listed to disclose any information related to my work record and my professional experiences with them without giving me prior notice of such disclosure. In addition, I release the company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such examination or revelation.

Applicant Signature _____

Date _____



Job Interview Career Development Event

Judges Instructions: Use this rubric to score each contestant's application. Please score each section on the rubric and total the points earned for the contestant. Submit the completed rubrics to the facilitator of the event per their direction.

Name: _____ Chapter: _____

EMPLOYMENT APPLICATION RUBRIC

	POSSIBLE POINTS	SCORE
Overall impression	5	
Legible	10	
Neat <ul style="list-style-type: none">• Grammar• Punctuation	10	
Completed on site the day of the CDE event as specified by the event facilitator without assistance and in blue or black ink.	10	
Consistent with resume	15	
Grand Total	50	

Judge's Name

Judge's Signature

Date



Job Interview Career Development Event

Judges Instructions: Please score each section on the rubric and total the points earned for each contestant's resume. Submit the completed rubric to the facilitator of the event per their direction.

Name: _____ **Chapter:** _____

RESUME RUBRIC

A: General Appearance	POSSIBLE POINTS	SCORE
Formatting: Four copies presented of a single-spaced, 8 ½" by 11" white paper resume. The resume is to be single sided only, typed not to exceed two pages total and using Times, Times New Roman or Arial 11 point minimum font.	15	
• Provided four copies of resume	4	
• Used appropriate font	3	
• Used correct paper	2	
• Single spaced on one side only	4	
• Limited to two pages	2	
Grammar	20	
• Punctuation and sentence structure	10	
• Spelling	10	
Overall Impression	40	
• Captures interest	10	
• Easy to read	10	
• Layout has good flow and spacing	10	
• Pleasing to the eye	10	
A. General Appearance Sub Total	75	
B. Composition		
Personal data and contact information conveyed	10	
Educational background and relevant course work identified	10	
Identified position sought	15	
Work experience and relevant skills identified	15	
Special experiences, activities and honors identified	10	
Three references given	15	
B. Composition Sub Total	75	
Total Points Earned = A + B	150	
Deduction for materials received after the due date as specified by the event superintendent (10% or a maximum of 15 points)		
Contestant's Final Score = Total Points Earned – Any Late Deduction		

Judge's Name

Judge's Signature

Date



Job Interview Career Development Event

Judges Instructions: Please score each section on the rubric and total the points earned for each contestant's cover letter. Turn the completed rubrics into the facilitator of the event per their direction.

Name: _____ Chapter: _____

COVER LETTER RUBRIC

	POSSIBLE POINTS	SCORE
A. Formatting: Four copies presented single-spaced on 8½" by 11" white paper. The paper is to be typed only on one side with not more than 10 characters per square inch formatted block justified. The letter is to be addressed as follows and dated for the first day of the event. Joshua Bledsoe Job Interview CDE Superintendent NC FFA Association NCSU Box 7654 Raleigh, NC 27695-7654	20	
<ul style="list-style-type: none"> • Addressed correctly 	5	
<ul style="list-style-type: none"> • Appropriate font 	5	
<ul style="list-style-type: none"> • Correct spacing 	5	
<ul style="list-style-type: none"> • Paragraph block justified 	5	
B. Grammar	20	
<ul style="list-style-type: none"> • Correct spelling 	10	
<ul style="list-style-type: none"> • Punctuation and sentence structure correct 	10	
C. Content	35	
<ul style="list-style-type: none"> • Identified position sought 	5	
<ul style="list-style-type: none"> • Interest in position 	5	
<ul style="list-style-type: none"> • Where learned of job • 	5	
<ul style="list-style-type: none"> • Employability 	5	
<ul style="list-style-type: none"> • Qualifications for job 	10	
<ul style="list-style-type: none"> • Meshed with resume and references 	5	
D. General appearance	25	
<ul style="list-style-type: none"> • Has good flow and is easy to read 	15	
<ul style="list-style-type: none"> • Overall impression 	10	
Total Points Earned = A + B + C + D	100	
Deduction for materials received after the due date as specified by the event superintendent (10% or a maximum of 10 points)		
Contestant's Final Score = Total Points Earned – Any Late Deduction		

Judge's Name

Judge's Signature

Date



Job Interview Career Development Event

Judges Instructions: Use this rubric to score each contestant's personal interview. Please score each section on the rubric and total the points earned for the contestant. Submit the completed rubrics to the facilitator of the event per their direction.

Name: _____ Chapter: _____

PERSONAL INTERVIEW RUBRIC

	POSSIBLE POINTS	SCORE
Appearance	50	
• Professional dress	25	
• Appropriately groomed/neat	25	
First Impression	75	
• Greeting	25	
• Introduction	25	
• Body language	25	
Communication Skills	150	
• Proper grammar	15	
• Appropriate volume	15	
• Good enunciation	15	
• Sincere	15	
• Concise and avoided rambling	15	
• Courteous, tactful and used discretion	15	
• Persuasive	20	
• Confidence	20	
• Poised	20	
Interaction with Interviewer	100	
• Abilities described matched resume	20	
• Accurate knowledge demonstrated	20	
• Cogent and organized	20	
• Shared appropriate experiences	20	
• Provided consistent responses	20	
Conclusion	75	
• Posed appropriate questions to interviewer	25	
• Clarified next steps	25	
• Appropriate thanks and steps	25	
Grand Total	450	

Judge's Name

Judge's Signature

Date