

JUNIOR EXPERIENCE PLAN: CAREER

In order to meet your future goals of gaining employment upon graduating high school, as part of your Junior Experience Plan you are required to complete the following information. In completing the information you will have a much better understanding of what is expected of you to accomplish your goal as well as be better prepared for your goal when you graduate.

REQUIREMENTS

- ./ Complete all forms in ink

- ./ Complete a Job Application and develop a resume oriented around a specific job or career (resume samples geared towards a specific career can be found at www.bestsampleresume.com)

- ./ Determine what skills are necessary to obtain this job or career

- ./ Interview a person in the career field you are interested in

Sample Employment Application Form

PLEASE PRINT ALL INFORMATION REQUESTED EXCEPT SIGNATURE

APPLICATION FOR EMPLOYMENT

APPLICANTS MAY BE TESTED FOR ILLEGAL DRUGS

PLEASE COMPLETE PAGES 1-4.

DATE _____

Name _____
Last First Middle Maiden

Present address _____
Number Street City State Zip

How long _____ Social Security No. _____ - _____ - _____

Telephone () _____

If under 18, please list age _____

Position applied for (1) _____
 and salary desired (2) _____
 (Be specific)

Days/hours available to work
 No Pref _____ Thur _____
 Mon _____ Fri _____
 Tue _____ Sat _____
 Wed _____ Sun _____

How many hours can you work weekly? _____ Can you work nights? _____

Employment desired FULL-TIME ONLY PART-TIME ONLY FULL- OR PART-TIME

When available for work? _____

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete mailing address)	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School				
College				
Bus. or Trade School				
Professional School				

HAVE YOU EVER BEEN CONVICTED OF A CRIME? No Yes

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation. _____

PLEASE PRINT ALL
INFORMATION REQUESTED
EXCEPT SIGNATURE

APPLICATION FOR EMPLOYMENT

DO YOU HAVE A DRIVER'S LICENSE? Yes No

What is your means of transportation to work? _____

Driver's license
number _____ State of issue _____ Operator Commercial (CDL) Chauffeur
Expiration date _____

Have you had any accidents during the past three years? How many? _____

Have you had any moving violations during the past three years? How Many? _____

OFFICE ONLY

Typing Yes No _____ WPM 10-key Yes No Word Processing Yes No _____ WPM

Personal Computer Yes No PC Mac Other Skills _____

Please list two references other than relatives or previous employers.

Name _____ Name _____

Position _____ Position _____

Company _____ Company _____

Address _____ Address _____

Telephone () _____ Telephone () _____

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.

Large empty rectangular box for providing additional information.

PLEASE PRINT ALL
INFORMATION REQUESTED
EXCEPT SIGNATURE

APPLICATION FOR EMPLOYMENT

MILITARY

HAVE YOU EVER BEEN IN THE ARMED FORCES? Yes No

ARE YOU NOW A MEMBER OF THE NATIONAL GUARD? Yes No

Specialty _____ Date Entered _____ Discharge Date _____

Work Experience Please list your work experience for the past five years beginning with your most recent job held. If you were self-employed, give firm name. Attach additional sheets if necessary.

Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
	Your last job title		
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
	Your Last Job Title		
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

PLEASE PRINT ALL
INFORMATION REQUESTED
EXCEPT SIGNATURE

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APPLICATION FOR EMPLOYMENT

Work experience Please list your work experience for the past five years beginning with your most recent job held. If you were self-employed, give firm name. Attach additional sheets if necessary.

Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
	Your last job title		
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
	Your last job title		
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

May we contact your present employer? Yes No

Did you complete this application yourself Yes No

If not, who did? _____

Laurel Highlands High School

Junior Experience Plan: Necessary Skills

Use ink to complete all forms

•Minimum Education Level _____

•Special Training _____

•Certification or Licensing _____

•Clearances (Child Abuse, Criminal Background Check, etc.) _____

•School Subjects Most Important for this career _____

•Personal Skills Most Important for this career _____

•Work Environment _____

•Professional Organizations _____

•Other Information Important to Necessary Skills _____

Laurel Highlands High School

Junior Experience Plan: Career Outlook

Use ink to complete all forms

•Overview of Career

•History of Career

•Average Salary

(State)

Average Annual Wage

Entry Annual Wage

Experienced Annual Wage

Entry Hourly Wage

Experienced Hourly Wage

Average Hourly Wage

•Employment and Outlook (State-wide)

Outlook

Job Openings

Employment

•Related Careers

Laurel Highlands High School

Junior Experience Plan: Interview

Use ink to complete all forms

General Questions About Your Interviewee's Career Field:

1. What are the various jobs available in this field?
2. What types of training do companies offer those who enter this field?
3. In what ways is your occupation changing?
4. How is the economy affecting this industry?
5. What is the employment outlook like in your career field? How much demand is there for people in this career?
6. How quickly is the field growing?
7. What are the growth areas of this field?
8. Can you estimate future job openings?

9. What parts of the country offer the best opportunities in this field?

10. What are the opportunities in this career like in [geographical area you are most interested in]?

11. What is the typical entry-level salary in this field?

12. What are the salary ranges for higher levels in this occupation?

13. Is there a salary ceiling?

14. Aside from such visible compensation as money, fringe benefits, travel, etc., what kinds of mental dividends (such as job satisfaction) does this career yield?

15. Is this industry heavily regulated?

16. What do you find unique about your career field?

17. From everything you've observed, what problems can you cite regarding working in this career?

18. What skills or personal characteristics do you feel contribute most to success in this industry?

19. What sacrifices have you had to make to succeed in this field, and do you feel the sacrifices were worth it?

20. When people leave this career, what are the usual reasons?

21. What are the typical entry-level job titles and functions?

22. What entry-level jobs offer the best opportunities for the greatest amount of learning?

23. What are the most significant characteristics of this industry?

24. What trends in the field would be most likely to affect someone just entering this career now?

25. What kinds of people experience the greatest success in this field?

26. What is the most important thing that someone planning to enter this career should know?

All About Your Interviewee's Job:

27. What is your exact title?

28. Do other people in your company with the same job title that you hold have the same responsibilities?

29. What was your title when you first started here?

30. What precisely do you do? What are the duties/functions/responsibilities of your job?

31. What is your job like?

32. To what extent is it you expected it would be?

33. How much job security do you have in this position?

34. What is a typical day like?

35. What kind of hours do you normally work?

36. Do you have to put in much overtime or work on weekends?

37. Are the time demands of your job specific to this company, or would anyone in this career be expected to put in the same hours?
38. Do you ever take work home with you?
39. What kinds of problems do you deal with?
40. What do you do if you can't solve a problem on your own?
41. Do you have to deal with a significant amount of conflict in his job?
42. What systems are in place for dealing with conflict?
43. What constraints, such as time and funding, make your job more difficult?
44. What kinds of decisions do you make?
45. Describe some of the toughest situations you've faced in this job.
46. To what extent do you interact with customers/clients?
47. What percentage of your time is spent doing each function?
48. How does your time use vary? Are there busy and slow times or is the work activity fairly constant?

49. Which other departments, functional units, or levels of the hierarchy do you regularly interact with?
50. How much flexibility do you have in determining how you perform your job?
51. Is your work primarily individual or predominately in groups or teams?
52. How are work teams or groups organized?
53. What are the most important personal satisfactions and dissatisfactions connected with your job? What part of this job do you personally find most satisfying? most challenging?
54. What are your interests and in what way does this job satisfy your interests?
55. What do you like and not like about working in this job?
56. Do you find your job exciting or boring? Why?
57. Are there aspects to your job that are repetitious?
58. Is multi-tasking a skill that is required for this job?
59. What projects have you worked on that have been particularly interesting?
60. What particular skills or talents are most essential to be effective in your job?

61. How did you learn these skills?
62. What are the educational, requirements for this job?
63. What other types of credentials or licenses are required?
64. Is graduate school recommended? An MBA? Some other graduate degree or certifications?
65. What obligations does your employer place on you outside of the ordinary work week?
66. What social obligations go along with a job in your occupation?
67. Are there organizations you are expected to join?
68. Are there other things you are expected to do outside work hours?
69. How has your job affected your lifestyle?
70. To what extent does this job present a challenge in terms of juggling work and family life?
71. What are the major frustrations of this job?
72. If you could change anything about your job, what would it be?

73. Is there a great deal of turnover in this job?

74. What interests you least about the job or creates the most stress?

75. What is the job title of your department head or supervisor for this job?

76. Where do you and your supervisor fit into the organizational structure?

77. How many people do you supervise?

78. How would you assess your prestige or level of status in this job? In the company?

79. If you ever left your job, what would most likely drive you away?

LAUREL HIGHLANDS HIGH SCHOOL

300 Bailey Avenue
Phone: 724.437.4741

Uniontown, PA 15401
FAX: 724.437.5653

Laurel Highlands Career Portfolio Requirement

Interview Verification Sheet

Student Name _____ Grade _____

Name of Person Student Interviewed _____

Occupation/Job Title _____

Place of Employment _____

Address of Employment _____

Street Address, City, State

Employment Phone Number _____

Signature of Person Student Interviewed

Signature

Date

JUNIOR EXPERIENCE PLAN: MILITARY

In order to meet your future goals of attending the military upon graduating high school, as part of your Junior Experience Plan you are required to complete the following information. In completing the information you will have a much better understanding of what is expected of you to accomplish your goal when you graduate.

REQUIREMENTS

- ✓ GPA required for military acceptance
- ✓ Sign up for and take the ASVAB test and determine scores needed for acceptance
- ✓ Meet with recruiter to discuss the specific military brand and occupational specialty you are interested in
- ✓ Research what is involved in becoming enlisted in the military
- ✓ Find out about incentive programs offered to enlisted members such as "Boot Strap" in which members are paid to go to school
- ✓ Research what is involved in becoming a commissioned officer
- ✓ Research military academies and their requirements for admittance, programs offered, and future career opportunities upon completion
- ✓ Complete all forms in ink

LAUREL HIGHLANDS HIGH SCHOOL
JUNIOR EXPERIENCE PLAN: MILITARY PROGRAMS

As part of your "Junior Experience Plan: Military" you are required to become aware of incentive programs offered by the military. The meeting you will have with a recruiter is an excellent opportunity for you to begin checking into special programs that you may qualify for. Take time to discuss these opportunities with your recruiter and spend time on your own researching programs you may be interested in. Use the information you find to complete the table below. You are required to list a minimum of 3 incentive programs.

Name: _____ Date: _____

Incentive Program	How did you find out about program	Description of Program	Eligibility Requirements (Branch of military offered)	When can you begin program

United States Air Force

√Mission: _____

√Eligibility Requirements:

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

√Weight Requirement:

•Height(inches) _____ •Weight(lbs.) _____

√Boot Camp:

•Duration _____
•Locations _____

√Enlistment Options:

- _____
- _____
- _____
- _____

United States Army

√Mission: _____

√Eligibility Requirements:

- | | |
|---------|---------|
| • _____ | • _____ |
| • _____ | • _____ |
| • _____ | • _____ |
| • _____ | • _____ |
| • _____ | • _____ |

√Weight Requirement:

•Height(inches) _____ •Weight(lbs.) _____

√Boot Camp:

•Duration _____
•Locations _____

√Enlistment Options:

- _____
- _____
- _____
- _____

United States Coast Guard

√Mission: _____

√Eligibility Requirements:

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

√Weight Requirement:

•Height(inches) _____ •Weight(lbs.) _____

√Boot Camp:

•Duration _____
•Locations _____

√Enlistment Options:

- _____
- _____
- _____
- _____

United States Marine Corps

√Mission: _____

√Eligibility Requirements:

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

√Weight Requirement:

•Height(inches) _____ •Weight(lbs.) _____

√Boot Camp:

•Duration _____

•Locations _____

√Enlistment Options:

- _____
- _____
- _____
- _____

United States Navy

√Mission: _____

√Eligibility Requirements:

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

√Weight Requirement:

•Height(inches) _____ •Weight(lbs.) _____

√Boot Camp:

•Duration _____
•Locations _____

√Enlistment Options:

- _____
- _____
- _____
- _____

JUNIOR EXPERIENCE PLAN: POST-SECONDARY

In order to meet your future goals of pursuing post-secondary education or training upon graduating high school, as part of your Junior Experience Plan you are required to complete the following information. In completing the information you will have a much better understanding of what is expected of you to accomplish your goal as well as be better prepared for your goal when you graduate.

REQUIREMENTS

- ✓ Check into requirements for admittance into the college of your choice
 - GPA: Required _____ Current _____
 - SAT: Required _____ Current _____
 - ACT: Required _____ Current _____
 - Additional Requirements:
- ✓ Determine which courses to take in high school that will prepare you for college (Dual Enrollment, AP Courses, Academy Courses, etc.)
- ✓ Complete a College Application

- ✓ Complete all forms in ink
- ✓ Generate a list of scholarships you are eligible for

LAUREL HIGHLANDS HIGH SCHOOL
SAMPLE COLLEGE APPLICATION
For Junior Experience Plan: Post-Secondary Education



PERSONAL INFORMATION

Legal Name _____
Last/Family First/Given Middle Suffix

Previous Name (other name your transcripts might appear under) Gender M F

Last/Family First/Given Middle Suffix

Birth Date / / Email Address _____
Month Day Year

Telephone: Home () _____ Cell () _____
Area Code Area Code

Permanent Home Address _____
Number and Street

City State Zip Code Country

FAMILY INFORMATION

If your parents are divorced or separated, please respond to these questions about the parent(s) you lived with more during the past twelve months, even if one is a step-parent.

Will you be the first person in your family to go to college? Yes No

Parent/Guardian 1

Last/Family First/Given Middle Suffix

Telephone: Home () _____ Cell () _____
Area Code Area Code

Permanent Home Address _____
Number and Street

City State Zip Code Country

Highest level of school this parent/guardian completed (please circle):

- | | | | |
|--------------------|-----------------------|----------------------|------------------|
| Less than HS | HS Grad or Equivalent | Some College | Technical School |
| Associate's Degree | Bachelor's Degree | Some Graduate School | |
| Master's Degree | Doctorate | Post-Doctorate | |

Relationship: Mother Father Step-Mother Step-Father Guardian

Parent/Guardian 2

Last/Family First/Given Middle Suffix

Telephone: Home (____) _____ Cell (____) _____
Area Code Area Code

Permanent Home Address _____
Number and Street

City State Zip Code Country

Highest level of school this parent/guardian completed (please circle):
Less than HS HS Grad or Equivalent Some College Technical School
Associate's Degree Bachelor's Degree Some Graduate School
Master's Degree Doctorate Post-Doctorate

Relationship: Mother Father Step-Mother Step-Father Guardian

HIGH SCHOOL INFORMATION

Name of High School _____

Address _____
Number and Street

City State Zip Code Country

Date of Graduation ____/____/____ High School Code _____
Month Year

I have taken/will take ACT _____
Month Year Score

I have taken/will take SAT _____
Month Year Math Score Reading Score Writing Score

BACKGROUND INFORMATION

Ethnicity: White Black or African American Hispanic/Latino Asian
 American Indian or Alaska Native Native Hawaiian or Pacific Islander

Birthplace: _____
City/Town State/Province Country

Have you ever been convicted of a felony? Yes No
Are you currently being charged or under indictment for a felony? Yes No

Signature _____ Date _____

LAUREL HIGHLANDS HIGH SCHOOL
SAMPLE COLLEGE APPLICATION
For Junior Experience Plan: Post-Secondary Education



PERSONAL INFORMATION

Legal Name Miller Robert T Jr.
Last/Family First/Given Middle Suffix

Previous Name (other name your transcripts might appear under) _____ Gender M F

Miller Robert T Jr
Last/Family First/Given Middle Suffix

Birth Date 10 / 15 / 1992 Email Address email@address.com
Month Day Year

Telephone: Home (724) 555 - 1234 Cell (724) 555-6789
Area Code Area Code

Permanent Home Address 123 Any Street
Number and Street

Uniontown PA 15401 United States
City State Zip Code Country

FAMILY INFORMATION

If your parents are divorced or separated, please respond to these questions about the parent(s) you lived with more during the past twelve months, even if one is a step-parent.

Will you be the first person in your family to go to college? Yes No

Parent/Guardian 1
Miller Samantha L.
Last/Family First/Given Middle Suffix

Telephone: Home (724) 555-1234 Cell (724) 555-4567
Area Code Area Code

Permanent Home Address 123 Any Street
Number and Street

Uniontown PA 15401 United States
City State Zip Code Country

Highest level of school this parent/guardian completed (please circle):
 Less than HS HS Grad or Equivalent Some College Technical School
 Associate's Degree Bachelor's Degree Some Graduate School
 Master's Degree Doctorate Post-Doctorate

Relationship: Mother Father Step-Mother Step-Father Guardian

Parent/Guardian 2

Miller Robert T. Sr.
Last/Family First/Given Middle Suffix

Telephone: Home (724) 555 - 1234 Cell (724) 555- 5967
Area Code Area Code

Permanent Home Address 123 Any Street
Number and Street

Uniontown PA 15401 United States
City State Zip Code Country

Highest level of school this parent/guardian completed (please circle):
Less than HS HS Grad or Equivalent Some College Technical School
Associate's Degree Bachelor's Degree Some Graduate School
Master's Degree Doctorate Post-Doctorate

Relationship: Mother X Father Step-Mother Step-Father Guardian

HIGH SCHOOL INFORMATION

Name of High School Laurel Highlands Senior High

Address 300 Juney Avenue
Number and Street

Uniontown PA 15401 United States
City State Zip Code Country

Date of Graduation 06/2011 High School Code 394-950
Month Year

I have taken/will take CT 04 /2011 30
Month Year Score

I have taken/will take SAT 06 /2011 508 518 497
Month Year Math Score Reading Score Writing Score

BACKGROUND INFORMATION

Ethnicity: X White Black or African American Hispanic/Latino Asian
 American Indian or Alaska Native Native Hawaiian or Pacific Islander

Birthplace: Uniontown PA United States
City/Town State/Province Country

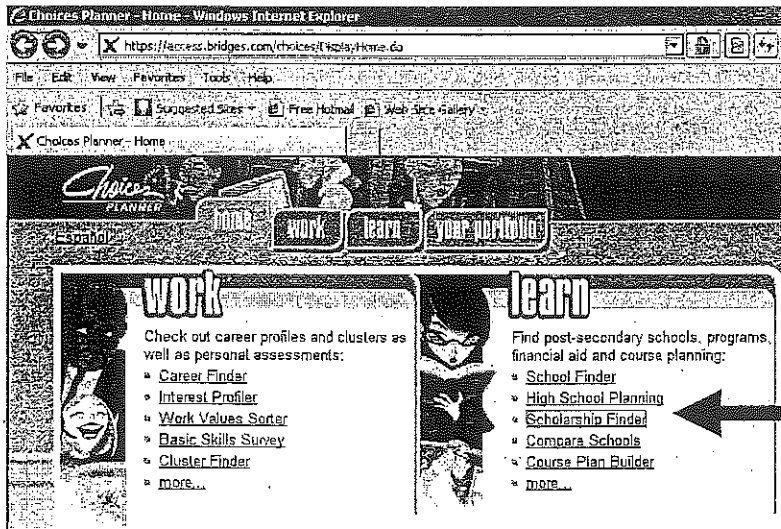
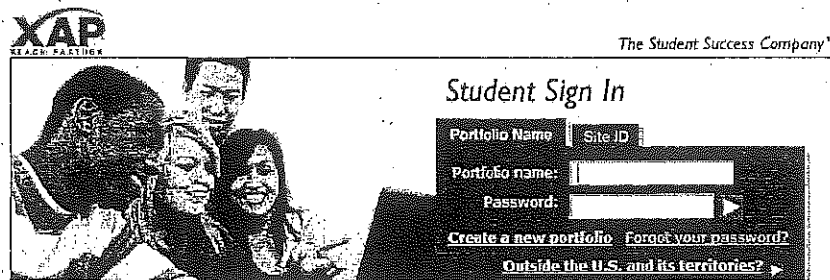
Have you ever been convicted of a felony? Yes X No
Are you currently being charged or under indictment for a felony? Yes X No

Signature _____ Date _____

11th Grade Career Portfolio-Scholarship Finder

Complete the Scholarship Finder found at www.bridges.com. After completing the Scholarship finder, list information regarding 3 scholarships that you would consider applying for.

Remember your bridges login should be your Novell login and your password should be your first name.



Scholarship 1 – Award Details

Who is donating the award? _____

What type of award is it? _____

What is the value of each award? _____

Additional information:

Application deadline: _____

What are the other application requirements?

Sponsor address:

Scholarship 2 – Award Details

Who is donating the award? _____

What type of award is it? _____

What is the value of each award? _____

Additional information:

Application deadline: _____

What are the other application requirements?

Sponsor address:

Scholarship 3 – Award Details

Who is donating the award? _____

What type of award is it? _____

What is the value of each award? _____

Additional information:

Application deadline: _____

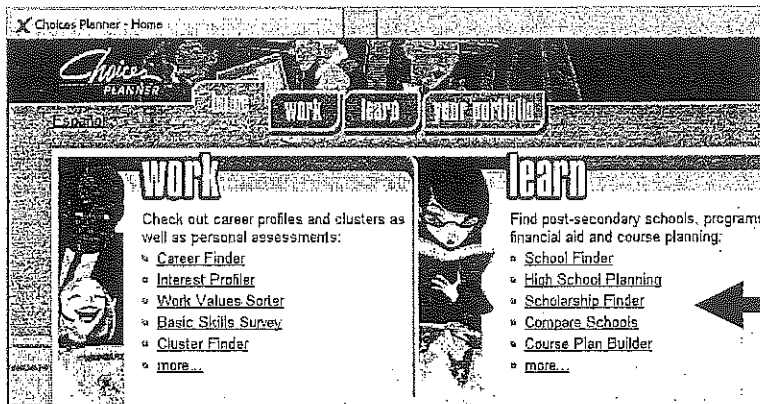
What are the other application requirements?

Sponsor address:

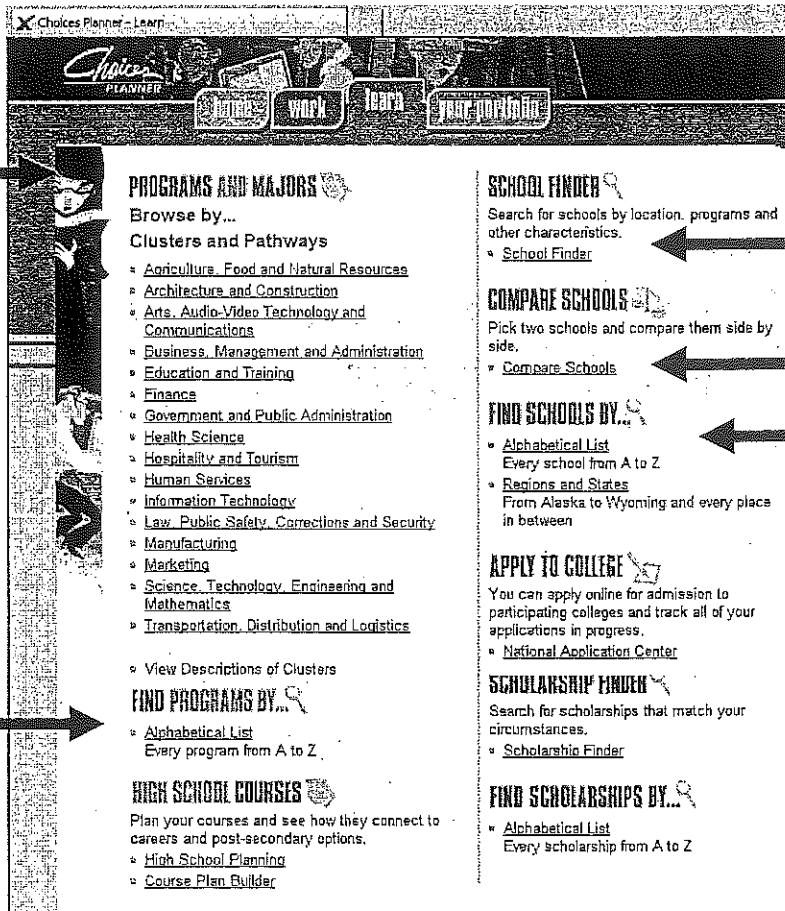
11th Grade Career Portfolio

Postsecondary School Finder

Complete the Postsecondary School Finder found at www.bridges.com. After completing the School finder, list information regarding 3 schools that you would consider applying to. Remember your bridges login should be your Novell login and your password should be your first name. If the information is not found on the website you may have to access the schools individual website (www.calu.edu) to find the information.



On the Home Tab—School Finder helps you narrow your school choices.



There are several ways to find schools as shown. Choose the method that best works for you.

If you have a specific Major or Course of Study in mind—browse by Clusters and Pathways.

School 1 – Details

Name of School _____

Location of School _____

What types of programs are offered?

What is its setting? _____ Is it a public or private school? _____

How many students attend? _____

What is the ratio of faculty to students? _____

How difficult is it to be admitted? _____

% of Class admitted: _____

GPA: _____

SAT Scores: _____

ACT Scores: _____

% of applicants accepted: _____

Tuition and Costs (Resident is if you live in the State—PA Resident; Out-of-State is if you do not legally reside in the state)

Resident or Out-of State: _____

Tuition and Costs: _____

Room and Board: _____

School website: _____

School 2 – Details

Name of School _____

Location of School _____

What types of programs are offered?

What is its setting? _____ Is it a public or private school? _____

How many students attend? _____

What is the ratio of faculty to students? _____

How difficult is it to be admitted? _____

% of Class admitted: _____

GPA: _____

SAT Scores: _____

ACT Scores: _____

% of applicants accepted: _____

Tuition and Costs (Resident is if you live in the State—PA Resident; Out-of-State is if you do not legally reside in the state)

Resident or Out-of State: _____

Tuition and Costs: _____

Room and Board: _____

School website: _____

School 3 – Details

Name of School _____

Location of School _____

What types of programs are offered?

What is its setting? _____ Is it a public or private school? _____

How many students attend? _____

What is the ratio of faculty to students? _____

How difficult is it to be admitted? _____

% of Class admitted: _____

GPA: _____

SAT Scores: _____

ACT Scores: _____

% of applicants accepted: _____

Tuition and Costs (Resident is if you live in the State—PA Resident; Out-of-State is if you do not legally reside in the state)

Resident or Out-of State: _____

Tuition and Costs: _____

Room and Board: _____

School website: _____