



# Job #1 Application



**Directions:** The first thing you will have to do is apply for the job at EP Clothing. The application would be downloaded off the company website, but you are going to open it from the class site. It will be a Word file called “Application.”

Once you have opened up the file you may fill out the application. Fill it out using *Word*. In other words, do not print it out and then write on it. You are to type the information and then print. You will need to get this approved by me before you go on to the next job.

### ***Company Background:***

EP clothing is a small clothing company located in Tuscola, IL. It specializes in the making of casual shirts for schools, corporations, groups, etc. EP Clothing makes the shirts and does the embroidering on them. The company has roughly 300 clients located mostly in the Midwest. EP Clothing employs about 30 full-time employees. There has recently been an opening for an administrative assistant position which you are applying for. Good Luck!

### ***Hints for application:***

- Do not change anything already on there
- Your information should not be in Bold
- Keep your information consistent; everything should start on the same line
- Schools:
  - You would list Northward & East Prairie
  - For average grades- try to think about what your letter grades normally were (i.e. straight A's, A's & B's, C's & D's, etc.)
- Other Activities:
  - What do you do besides school?
  - Boy scouts, basketball, etc.
  - If you have no honors or rewards- leave blank
- Make sure to sign application
- **EVERYTHING MUST FIT TO ONE PAGE!!!**