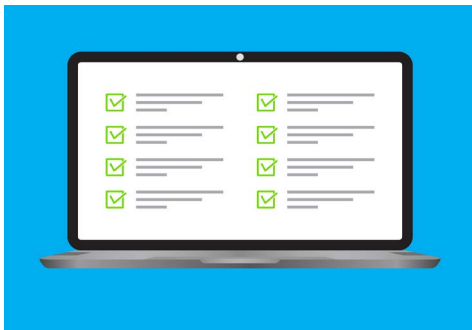




Five Ways to Overcome Barriers in Your Job Search¹

Applying for jobs can be a bit overwhelming. The process of selling yourself to a prospective employer, especially when you're doing it on paper or via an electronic application, can be filled with barriers and pitfalls. Here are a few tips on how to get past them.



Create Your Own Application Template

Be prepared for every application by having a printed list of your vital information, including:

- Name, current address, phone number, and email address
- List of former employers and/or references
- Special skills, interests
- Days of the week you're available
- Whether you wish to be part-time or full-time



Have a List of References Ready

Talk to people who are willing to recommend you for a job. This can and should include previous employers as well as pastors, teachers—anyone who would say positive things about you as an employee. Be ready to provide prospective employers with their:

- First and last names (correctly spelled)
- Email addresses and phone numbers
- Relation to you



Know Why You're Applying (Besides Needing a Job)

Perhaps the most important question on any job application is the one about why. Why do you want to work here? Why do you want this particular job? Whatever the actual wording, it's important that you're ready with an answer. Put some thought into it. Keep in mind that the person reading your response doesn't know you. Be yourself and know that whatever you say will likely come up again if you land that all-important interview.





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Know Your Rights

Discrimination is real. That's why we have laws to protect against it. Whether you have a disability or simply fall into a category of worker that is underrepresented in the workforce, you should research the regulations that protect you. Labor laws protect:

- Older workers
- Young and first-time job seekers
- People with disabilities
- People who have been incarcerated
- People who identify as LGBTQ



Understand the Rules About Your Status

Not all jobs require you to be a U.S. citizen. But you should be prepared to confirm your status; documentation will be required if you reach the hiring and onboarding stage of your job search. To understand what you'll need, download an I-9 sheet from the U.S. Citizenship and Immigration Services website.

To avoid citizenship issues and reduce headaches, here are some other things to keep in mind:

- Have your Social Security number memorized, if applicable
- Know your alien registration number, if you have one
- Ask someone to look over your application before turning it in

About EG Workforce Solutions

We've been in this business for decades and have developed a deep network of professional connections. Whether they're companies looking for talent, job seekers looking for work, or an up-and-coming store in need of some temporary help, we know the right people to bridge the gap between the hiring and the hired.

But what's more, we get to know people. From employers hiring to candidates looking, we take the time to listen and learn. We hear your likes, talents, and needs. We gain an understanding, and with it, we're able to facilitate lasting relationships between businesses and people.



Workforce Solutions
HELPING PEOPLE SUCCEED.