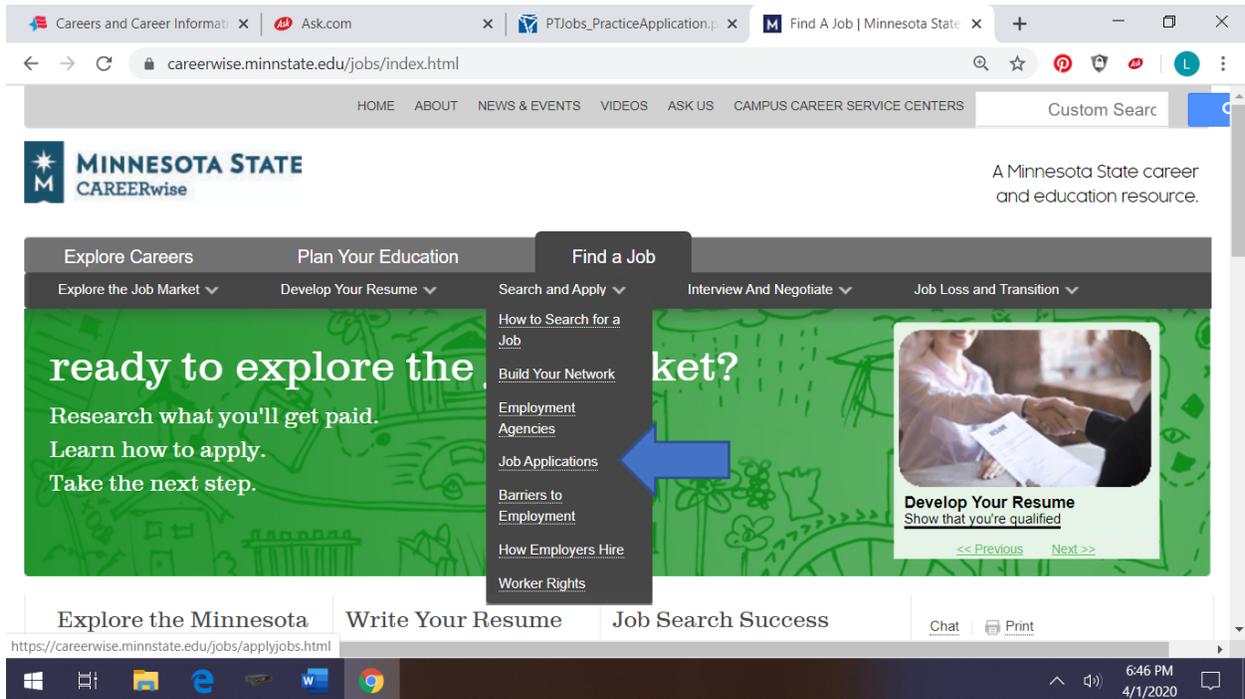
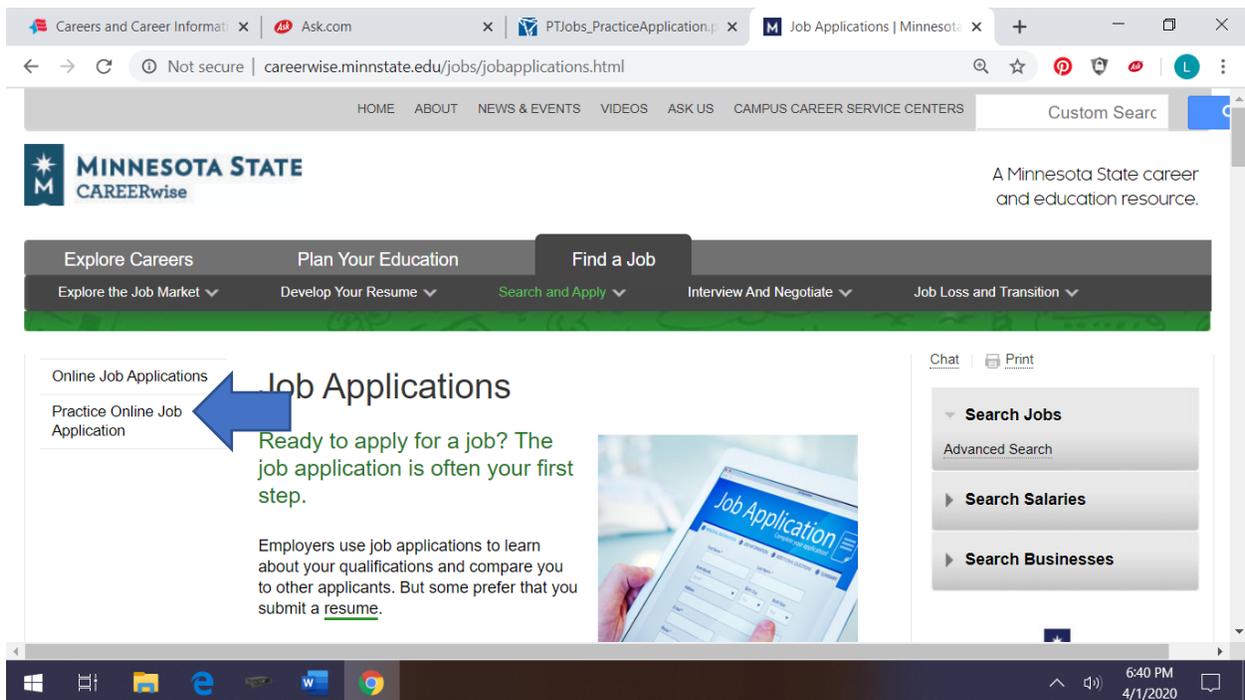


1) Go to [Minnesota State Careerwise Find a Job](https://careerwise.minnstate.edu/jobs/index.html)



2) Click on “Job Applications.” Then go to the left and click on “Practice Online Job Application.” Fill out the application. **Where you see an asterisk (*) that is required – you cannot leave that box blank.** Click the “Start” button.



3) When you finish filling in the information on a page, you must click the gray “next” box at the bottom to continue.

Address:

*City:

*State:
MN

*ZIP Code:
Enter your 5-digit ZIP code

*Phone Number:
Enter your phone number using the following format:
xxx-xxx-xxxx

Next

How helpful was this page?

Regions Information For... Industries Continuing Education GPS LifePlan

6:56 PM
4/1/2020

4) When you get to “How did you learn of our organization” you can choose any answer. In your case, you heard about this website from me, so you could choose “Other.”

*If employed in the job for which you are applying, will you be working in the same location as a relative or someone that you live with?
No

*How did you learn of our organization?
Please select response
Please select response
Company Website
Job Fair
WorkForce Center
MinnesotaWorks.net
indeed
Monster
Social Media
Relative or Friend
Other
Uploaded resume will not be saved.

6:33 PM
4/1/2020

5) You can copy and paste your resume or upload it from your computer if you have one. If you do not

Please select response

If Other, please explain:

Copy or upload your resume below
To copy your resume, save it in rich text format then copy it into the box below:

Upload your resume (optional)
Choose File No file chosen
Uploaded resume will not be saved.

Back Next

[How helpful was this page?](#)

have a resume, you can skip this part. Choose "next" at the bottom.

6) You have to fill out your work history beginning with your CURRENT job (or most recent job) and then the job or jobs before your current job. In other words, always start with NOW and go backward.

and/or the three most recent employers.

Current or most recent employer

Company name and location of your current or most recent employer:
road store city llc
Maximum response 255 characters.

Start date (month/year):
01/18

End date (month/year if not currently employed at this institution):

Job description while at this company:
Maximum response 255 characters.

Hours per week while in this position:
Please select response

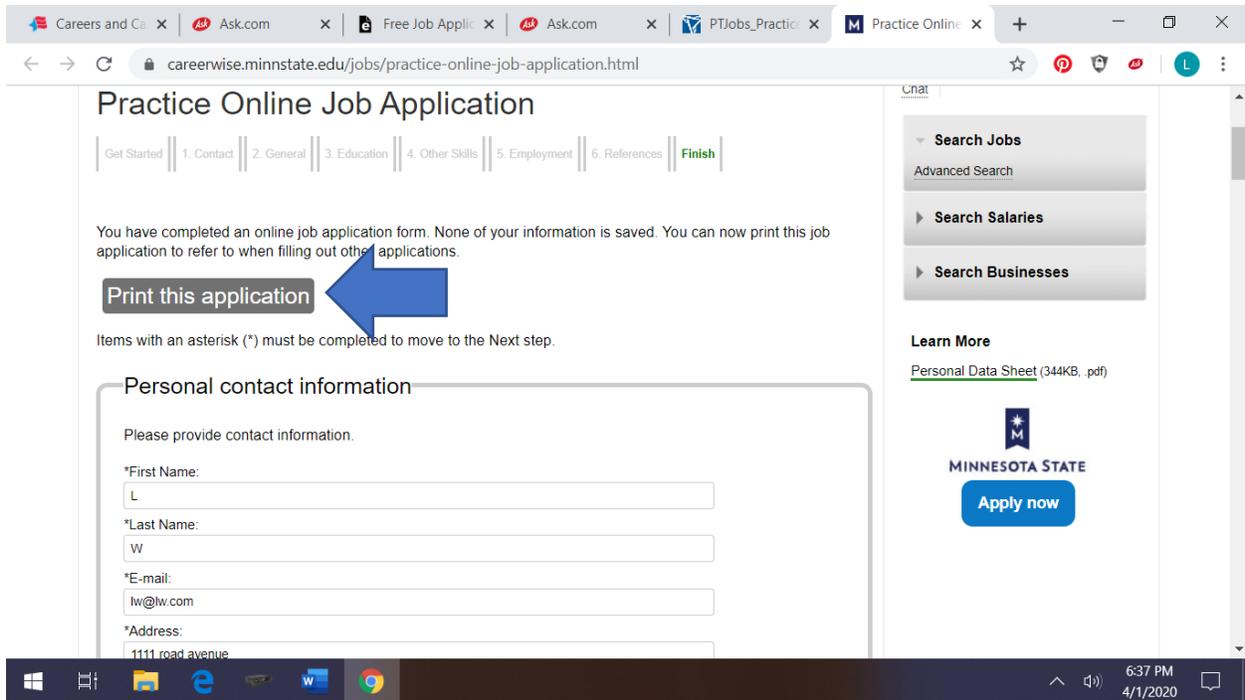
Beginning pay (please specify annual or hourly):

Ending or current pay (please specify annual or hourly):

Reason for leaving this position:

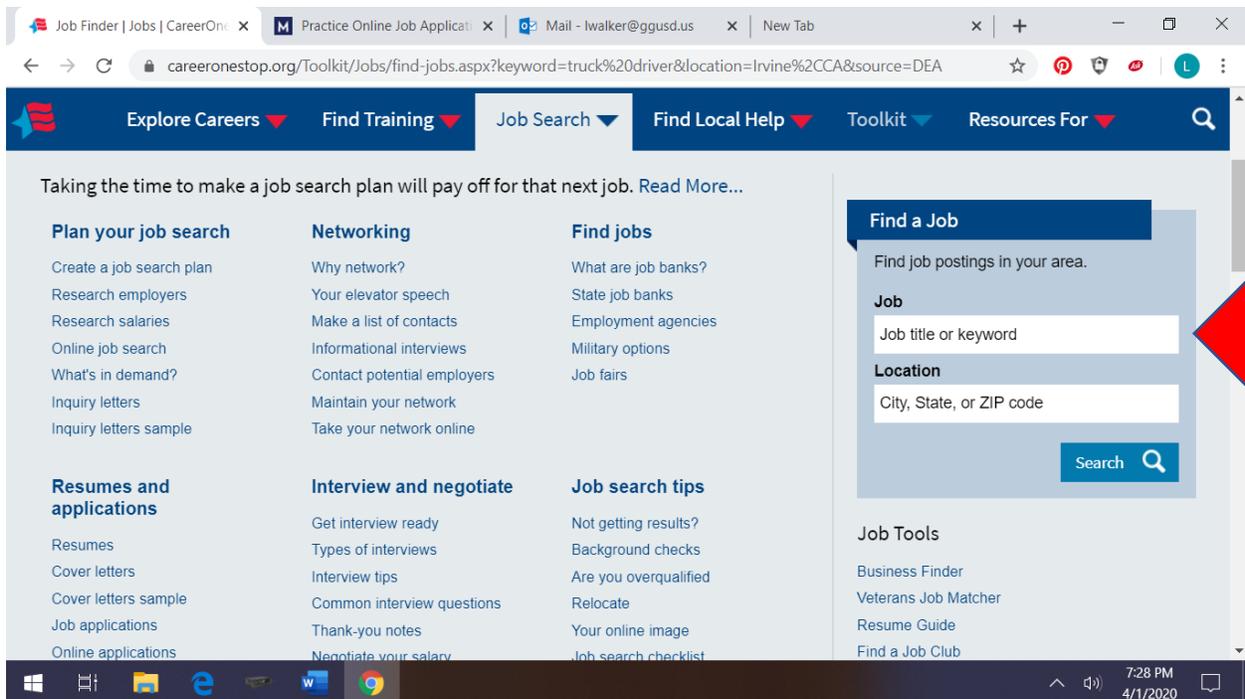
Learn More
[Personal Data Sheet \(344KB, .pdf\)](#)

MINNESOTA STATE
Apply now



7) You can click on “print this application.” After you have printed it, you can save it and email it to me if you would like me to look at it.

8) Next, go to <https://www.careeronestop.org/> and explore their website. Click on “Find a Job.”



9) Next, search for a job title you are interested in. You can change the source of the job to a different job bank (see below).

The screenshot shows a web browser window with the URL `careeronestop.org/Toolkit/Jobs/find-jobs.aspx?keyword=truck%20driver&location=Irvine%2CCA&source=DEA`. The page features a navigation bar with options like 'Explore Careers', 'Find Training', 'Job Search', 'Find Local Help', 'Toolkit', and 'Resources For'. A search sidebar on the left shows filters for 'Keyword: truck driver', 'Location: Irvine, CA', and 'Source: NLx'. The main content area displays search results with columns for 'Job?', 'Where?', 'Source', 'Company', 'Location', and 'Date Posted'. A red arrow points to the 'Source' dropdown menu, which is currently open and showing 'NLx' as the selected option.

Job?	Where?	Source:	Company	Location	Date Posted
truck driver	Irvine, CA	NLx	The Salvation Army	Long Beach, California	06/21/2019
Truck Driver			Keurig Dr Pepper	Orange, California	03/31/20

10) If you find a job you are interested in, please send me a description of it and tell me why you are interested. I would like to know:

- 1) Job title
- 2) Location
- 3) Salary or hourly pay
- 4) Education required (if any)
- 5) Experience required (if any)
- 6) Licenses required (if any)
- 7) If you think you qualify for this job – please explain why or why not
- 8) How to apply – online application? Email or fax resume? Phone number to call? Is there a contact person name on the job listing?