



Logo designed by Emil Atella, El Diamante High School

# Job Application and Interview

Location: COS, Visalia

## Chairperson

Gicel Angeles

[gicel.angeles@tularewib.org](mailto:gicel.angeles@tularewib.org)

Workforce Investment Board of Tulare County

**CHECK-IN:** 9:00 AM

**CONTEST BEGINS:** By Appointment

**ELIGIBILITY:** (Refer to General Information & Rules Page, limit of 8 participants per school.)

*Phase I* — Teachers must register their students at [www.tkexpo.org](http://www.tkexpo.org) no later than February 20, 2026.

## Requirements:

Contestants are required to submit a completed application and a professional resume for the fictional position of an Administrative Support Specialist on or before February 20th, 2026, by e-mail to [gicel.angeles@tularewib.org](mailto:gicel.angeles@tularewib.org). STUDENTS MAY REGISTER FOR AN ADDITIONAL COMPETITION, BUT IF SELECTED FOR PHASE II, THEY SHOULD WITHDRAW FROM ANY OTHER COMPETITION IN ORDER TO PARTICIPATE.

*Phase II* — Once all submitted documents have been reviewed, twelve (12) contestants will be selected based on the quality of the application and resume and will be invited to compete in the interview process at the EXPO, on March 13, 2026. Interviews will be between 9:00 AM and 11:45 AM. Contestants will be notified of their interview time via email, by March 6, 2026. (This email will be sent to the student's email address indicated on their resume and/or the teacher who registered them.)

## SCOPE OF CONTEST

Contestants are required to submit a completed application (attached) along with a resume that aligns with the posted job description and demonstrates their ability to meet the job requirements. During the interview panel, contestants will verbally demonstrate a comprehensive set of knowledge, skills, work habits, and character traits essential for success in the Youth@work agency. Emphasis will be placed on providing clear examples and stories from their experiences to illustrate the sought-after skills of an Administrative Support Specialist.

## JUDGING CRITERIA:

(100 Point Scoring)

### 30% Professional Standard Application, Resume, and Responses

The application, responses to supplemental questions, and a professional resume are the qualifiers that will determine who will receive an interview. The top twelve (12) resumes will be selected and move on to phase II of the competition.



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### **10% Professional Attire**

Traditional organizations continue to encourage and/or require a more defined and professional dress code to maintain a professional image of themselves and the business where employees routinely interact daily with clients and business partners.

### **15% Clarity, Grammar, Emoting, Confidence, Overall Impression**

Creating a positive first impression is crucial in any business setting. Incorrect grammar or the use of slang during an interview may lead the interviewer to question your education. Avoid expressions like "ain't," "she don't," and "texting language" as they are considered inappropriate. Ensure that your speech consists of complete sentences with consistent tenses. Remember that the interview is not the place for regional expressions or informal language. It is important to maintain a professional and polished communication style.

### **40% Identifies Skills, Expounds on Skills, Stories of greater evidence**

Contestants should consider their stage in life, emphasizing school projects and/or activities, involvement in sports, volunteer work, internships and/or jobs and home responsibilities as the bases for lessons learned and skills developed. Interview questions will range from the commonly asked questions to statements provided on the resume. The best interviews include examples and stories of how a skill was learned. For example, detail the progression to the point with a focus on three elements: A statement of a problem you experienced, the approach you took to solving the problem, and the results you achieved.

### **5% Conclusion, Maneuvers conversation by asking good question(s) back to panel**

The conclusion of the interview can be the most informative and dynamic moment of all. This is a time to thread a conversation that engages your interest in the interviews and their organization. It is also a good time to state the strengths you might have missed expressing earlier in the interview.



## **Youth Administrative Assistant Intern- Fictitious Job**

Hourly      \$17- \$20 Hourly

Job Type      Part-Time/Flexible Hours

Location      Tulare and Kings County

### **Who Are We?**

We focus on providing young individuals with exciting opportunities to gain valuable work experience in industries like Healthcare, Construction Trades, Business, and Agriculture. Our engaging environment is perfect for students looking to explore their interests, develop professional skills, and make a difference in their community.

### **What will You do?**

As a Youth Administrative Assistance Intern, you'll have the chance to:

- Helped organize creative projects in the healthcare, construction trades, business, and agriculture sectors.
- Assist with scheduling and keeping calendars for team members.
- Answer phones, respond to emails, and support daily operations.
- Learn how to organize and input data to help the team make decisions.
- Work on group projects and learn teamwork skills.
- Help create flyers, reports, or documents under supervision.

### **What Are We Looking for?**

- Interest in learning about industries in Healthcare, Construction, or Business.
- Enthusiasm for working with others and trying new tasks.
- Willingness to learn how to use computers and basic office equipment.

### **Why Join Us?**

- Learn real-world skills to help you in your future career.
- Receive mentorship from professionals who want to see you succeed
- Opportunities to improve your confidence and communication skills.

### **How to Apply**

Send your resume, and application from employment to [gicel.angeles@tularewib.org](mailto:gicel.angeles@tularewib.org).

Applications will be accepted until February 20, 2026.



# APPLICATION FOR EMPLOYMENT

## GENERAL INFORMATION

Name (Last)	(First)	(Middle Initial)	Home/Cell Phone
Address (Mailing Address)	(City)	(State)	(Zip)

## POSITION

Position or Type of Employment Desired	Will Accept:	Shift
	<input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/> Temporary	<input type="checkbox"/> Day <input type="checkbox"/> Swing <input type="checkbox"/> Graveyard <input type="checkbox"/> Rotating
Are you able to perform the essential functions of the job you are applying, with or without reasonable accommodations?		
Languages Read, Written or Spoken Fluently Other than English		

## EDUCATION AND TRAINING

High School (Name and Location)	Dates Attended Month/Year	Graduate	Year obtain HSD or Equivalency	Major or Subject
		<input type="checkbox"/> Yes <input type="checkbox"/> No		
College (Name and Location)	Dates Attended Month/Year	Graduate	Degree	Major or Subject
		<input type="checkbox"/> Yes <input type="checkbox"/> No		

## HONORS & AWARDS

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## EXTRA CURRICULAR ACTIVITIES

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## WORK EXPERIENCES (Most Recent First - Include Volunteer Work, Paid or Unpaid Internships)

Employer		
Address	City	State
Job Title		
Your Job Duties		
Reason For Leaving		May We Contact This Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

## REFERENCES

Name	Phone	Profession
Name	Phone	Profession

I certify the information contained in this application is true, correct, and complete to the best of my memory.

I understand that, if employed, false statements reported on this application may be considered sufficient cause for dismissal.

Applicant Signature

Date: