



HOWARD COMMUNITY COLLEGE JOB CLUB INFORMATION AND APPLICATION FORM

What is the Howard Community College Job Club?

- The job club is a support group for unemployed or underemployed students and community members who are actively looking for work.
- The club is ideally suited for people who have clarified their career interests and goals. Individuals who are uncertain about their career goals are encouraged to seek individualized career counseling in HCC's Counseling and Career Services office.
- Meetings will take place from 9:30 a.m. to 11:30 a.m. for 8 consecutive Fridays, starting February 18, and ending April 8, 2011. The job club will not meet on Friday March 18, 2011 so that members can attend HCC's job fair.
- Meetings will be facilitated by Howard Community College career counselors and will take place on the Columbia campus.

What is expected of job club members?

- Club members will be expected to participate in discussions, share their job search ideas, complete job search activities between meetings, and provide encouragement and support to other members in their job search efforts.
- Club members will be expected to participate in discussions in a respectful and civil manner and not disclose information of a confidential nature outside of meetings.
- Barring unforeseen circumstances or previous commitments, club members should be available and able to attend meetings on a regular basis.

What can club members expect to gain from participating?

- Members can expect to learn effective job search techniques and ideas in a supportive group of other job seekers.
- Although members can expect to receive information, resources and support for their job search, HCC's Counseling and Career Services office is not a placement agency and there is no guarantee that club members will find employment.
- As mandated by Maryland law, discussions will be kept confidential by the facilitators, unless there is mention of harm to self or others or past/present child or elder abuse.

What happens at club meetings? Each club meeting will focus on a specific job search topic, such as:

- Planning your job search
- Clarifying your skills and strengths
- Preparing for job fairs, including HCC's job fair on Friday, March 18, 2011.
- Networking and making connections with employers
- Writing résumés and cover letters
- Interviewing for job openings

How can you get involved?

- Bring in or mail the attached application by Monday February 14 to: Counseling and Career Services, Howard Community College, Rouse Company Foundation Students Services Hall Room 302, 10901 Little Patuxent Parkway, Columbia, MD 21044.
- We encourage interested individuals to apply as soon as possible as the club size will be limited to approximately 20 people. Receipt of applications will be verified via e-mail or phone.

HOWARD COMMUNITY COLLEGE JOB CLUB APPLICATION

Name: _____

Phone: _____ Email: _____

1. How did you find out about the job club? _____

2. Please list your most recent 1 or 2 job titles _____

3. What job(s) have you applied for recently? _____

4. Type(s) of job(s) you are targeting: _____

5. How long have you been actively looking for a job? _____

6. What have been your major limitations or impediments so far in securing a job? _____

I understand that in order to obtain the most benefit from the job club, I will attend meetings on a regular basis, complete job search activities between meetings, and participate in discussions.

Signature

Date

Bring in or mail this application by Monday, February 14, 2011 to: **Counseling and Career Services, Howard Community College, Rouse Company Foundation Students Services Hall Room 302, 10901 Little Patuxent Parkway, Columbia, MD 21044.** For more information, call (443) 518-4855.