

## Employment in the United States

### Seven Ways to Look for a Job

1. Mail out resumes to companies that interest you.
2. Answer ads in newspapers or professional magazines.
3. Use a private employment agency or search firm.
4. Ask a former teacher or professor for job leads.
5. Ask family members, friends or professionals you know for job leads.
6. Visit companies that interest you and ask if they have a job opening.
7. Use the Internet to look for job-postings or post your resume.



When you apply for a job, most employers will ask you to fill out a **job application**. This form will ask you about your address, education and past work experience. It may also ask you to provide "references," people you have worked for or with you in the past. You may want to create a **resume** with a list of your work experience. A resume will tell potential employers about your past jobs, your education or training and your job skills. You should take your resume with you whenever you go to a job interview.

### Interviews

A potential employer may want to meet with you to talk about the job and see if you are qualified. They will ask about your



past work experience and your skills. You should practice answering questions about your past experience with a friend or family member. You can also ask the potential employer questions at the interview. You may want to find out about the work hours, the pay, and benefits (vacation, sick days, medical insurance). There are questions that employers cannot ask you during an interview. These include questions about your race, color, sex, marriage, religion, country of origin, age or any disability you may have.



### Once You are Hired

When you start a new job, you will need to fill out some forms, including:

**Form I-9:** the Employment Eligibility Verification Form.

**Form W-4:** Employee's Withholding Allowance Certificate. Your employer should take federal taxes from your paycheck to send to the government. This form will tell your employer how much tax to withhold.

For more information about these forms please go to: [www.uscis.gov](http://www.uscis.gov)

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