



Requesting an application:

1. Walk into the store and locate someone who works there.
2. Do not interrupt that person if they are busy (on the phone, helping a customer, etc...).
3. Wait until they are not busy.
4. Face the employee and smile.
5. Say to the employee something like, "Hello. I would like to pick up two copies of a job application. Can you give me two copies, or can I please see your manager?"
6. If you meet the manager, be sure to smile, introduce yourself, and extend your hand to shake hands.
7. Here is what you might say to the manager: "Hi , my name is _____. I am interested in working here and I would like to pick up two copies of a job application."
8. Be sure to say "Thank you!"