

TO: BICC MEMBERS

Please bring this to the attention of interested groups and individuals

C O P Y

CENTRAL EVENING HIGH SCHOOL
345 High Street
High, New, and Summit Streets
(Use Summit Street Entrance)
Newark, New Jersey 07102

TELEPHONE: 622-4491

J O B P R E P A R A T I O N (How to Get a Job) is a new offering
scheduled to begin with the start of the new term on February 1, 1965.

The purpose of this course is to assist young people with the skills and knowledges needed in applying for a new job.

This course will meet on Monday, Tuesday, and Wednesday evenings from 6:30 to 10:00 p.m.

Members of this class will receive instruction in effective methods of speaking and writing, basic mathematics, and business practice, including grooming, aptitude test taking, job interview techniques, etc.

Opportunity will be offered to hear guest speakers from personnel offices, community organizations, government employment representatives, and municipal and state officials concerned with hiring young people.

Students will be given the opportunity to practice the filling out of application blanks.

When feasible, visits will be made to business and industrial establishments to become familiar with office and plant procedures.

A deposit of \$15 is required. At the end of the term in June, \$5 is refunded. Students who leave before the end of the term will forfeit this fee. Ten dollars is for a book deposit which will be refunded at the close of the term when all books are returned in good condition.