

EMPLOYMENT APPLICATION FORMS

Your job application is a picture of you once you have left the employer. That picture tells something about your ability to read and follow directions, your qualifications, and most importantly, it is your first impression with the employer.

Complete a sample job application and take it with you wherever you apply for work. You will have all the information necessary to complete the employer's application without leaving anything blank or having to take it home.

THINGS TO REMEMBER:

1. **ALWAYS READ THE APPLICATION FIRST.** Be careful to follow all directions. Scratching out an answer or putting in the wrong information will not help you get the job.
2. **ALWAYS PRINT.** It will be more legible, neater, and easier to read.
3. **SOCIAL SECURITY NUMBER.** Most application asks for this. With identity theft a major concern of people, you should write in the blank, "Available upon hire."
4. **USE AN INK PEN WITH BLUE OR BLACK INK.** Never use non-business like colors or a pencil to complete an application.
5. **NEVER LEAVE A LINE BLANK.** Answer all questions. If you do not have an answer, do not skip it. Write a dash line, or print "N.A." for not applicable, or D.N.A. for does not apply.
6. **PHYSICAL LIMITATIONS.** Mention only those limitations that may inhibit your ability to perform the job applied for or which you may require some form of work accommodation.
7. **EDUCATION.** List your most recent education first. If in high school and applications asks for a major you should say"
 - General Education-if not taking electives in a specialized area
 - Vocational Education- if you are taking several electives in a career area
 - College Preparation- if taking specific classes to qualify for a 4-year college
8. **POSITION DESIRED.** Never put "Anything." This shows you don't know what you want to do or don't know what positions are available. List a position or general category of work.
9. **SALARY REQUIRED.** Try not to put "Open." Show you did your homework and found out what the pay range is for the position you are applying for. Ask if you don't know.
10. **CONVICTED OF A CRIME.** This only applies to felonies. Write, "Will discuss during interview."
11. **WORK EXPERIENCE (Paid, Non-Paid)** List paid employment but also list non-paid voluntary experiences if it shows responsibility or prepared you for this position. List all experience in reverse chronological order. Try not to leave any employment gaps.

12. REASON FOR LEAVING PREVIOUS JOBS. Always give positive reasons. Don't be negative. Employers will accept leaving for higher pay, more responsibility, different work hours, etc., but may be put off by comments such as problems with co-workers or supervisors.
13. TEMPORARY OR PERMANENT. Answer correctly. Part-time and full-time jobs can be temporary (seasonal, a few weeks or months), or permanent (indefinite).
14. REFERENCES. References are people who know your and could recommend you for a job. Be prepared to list up to three people, their addresses, phone numbers, occupations and number of years you have known them. Relatives usually cannot be used.
15. SIGNATURE. Don't forget to sign the application. Usually your signature gives the employer permission to check the accuracy of your application by contacting references and former employers.
16. PROOFREAD. Make sure you did not skip any questions. If you crossed out something or made a mistake ask for a new application.

TIPS:

1. Keep a data sheet with important information such as addresses, phone numbers of previous jobs, references, schools attended, etc. to help you complete a job application.
2. Take a resume with you. If they are not giving out applications, ask if you can leave your resume in case a position opens up in the near future.
3. Never borrow a pen or take the application home. It shows you came unprepared.
4. Dress nicely when going to a business to see if they are hiring and/or to complete an application. You are making your first impression with the employer. Show you are serious about working for them.
5. Go alone when job hunting. Do not take friends along.
6. Keep a list of businesses you went to and completed job applications. Record the business name, phone number, manager's name, and date you were there. Call the employer in two days to follow up. Express your interest in working there.