
JOB APPLICATIONS

An application is a legally binding document that MOST employers require, whereas a resume is a marketing tool. Having complete, quickly accessible information on a Master Application will help you save time and make fewer mistakes when filling out online and paper applications. The WBC can provide a copy of a Master Application.

Key Points

Read carefully: Read the entire form carefully. Know what is being asked before filling out the form. Employers may use the application to judge how well you follow instructions and how attentive you may be as an employee.

Fill in the blanks: Answer *all* questions. Fill in the blanks completely, accurately, and truthfully. When something doesn't apply to you, write N/A for "non-applicable."

Check your answers for correct spelling, grammar, punctuation, completeness, and accuracy.

Ink/Type: Use blue or black ink or type paper applications. No funky colors. Print clearly.

Keep track of the jobs you have applied for: the WBC can provide a job log.

Be Careful

- Don't apply for jobs you can't do – remember your basic requirements.
- Don't list any of your health issues – this is confidential information!

Information to Have When Filling out the Application

While all the below information will not always be asked, it is good to have it prepared, especially if filling out an online application that can time out.

Personal Information

- **Name**
- **Address, city, state, ZIP code**
- **Phone number** – If you don't have a phone, give a number where messages can be left for you.
- **Email address** – Make sure your email address is professional. No *hotbabe@gmail.com* or *milehigh420@hotmail.com*
- **Social Security Number**
This information is needed for background or credit checks. However, many job seekers are concerned about providing their social security numbers (SSN) when completing job applications. State laws vary on what information can be collected from applicants. You have the right to decide whether or not you feel comfortable giving out your social security number – just keep in mind that it may impact your chance of getting hired.
- **Are you eligible to work in the United States?**
- **Have you been convicted of a felony within the last (#) years?** Read this question carefully and answer only what is asked. Does it say convicted or charged? Felony or misdemeanor?

Work History (Recommended to cover the past 10 years)

Always list the most recent employer first.

- Job titles
- Dates (years) of employment – some require month and/or day. You may approximate month and day if necessary.
- Company name, address, phone number
- Company email or website
- Job duties description – use key words and phrases from the job description when possible

You may also be asked for:

- Supervisor name and contact information
- Average hours worked per week
- Starting and final salary or hourly rate
- Reason for leaving (**See Reason for Leaving Section on back**)
- Permission to contact previous employer

Reason for Leaving

Be careful when giving your reason for leaving a previous job. You should never be negative or give too many details. Acceptable answers may include:

- Job ended
- Lack of work
- Company closed
- Seasonal/Temporary employment
- Relocated
- Personal considerations, no longer a concern
- Growth opportunity

Education and Training

List academic, vocational, and professional education and schools attended. (Be prepared to present copies of certificates or other documents.)

- Degree/Diploma/Certification
- Subject area or major
- School name
- School address
- Dates of attendance/graduation date ***If you are currently attending schooling, list expected completion or graduation date***

Salary Expected

Employers may use this question to screen out applicants. It is best to give a salary range or to respond with “negotiable.” Use one of these responses even if you know the wage. This leaves you room to negotiate a higher wage.

- If you are unsure about what salary range to give, conduct research to find out what that position usually pays in your area – oetonline.org or colmigateway.com can help.

Availability

Be honest about your availability and give a complete schedule. You may be screened out due to your schedule limitations, but if you take a job and can't work the schedule they give you, it won't last long.

- If you are asked when you can begin work, be sure to allow enough time to give at least two weeks' notice to your current employer.

Special Job-Related Skills

- Use action verbs to list your special job-related skills, training, licenses, and accomplishments.
- List the types of equipment/tools that you can use. This will make you stand out from other applicants. The job description can provide clues about what important skills you might want to include.

References

Employers may call references, but they also may request a written evaluation. Many employers can only share dates worked and if they would re-hire you. Therefore, you may want to use co-workers, teachers, etc. as references. (Do not use relatives.) Be sure to ask for their permission and verify where they can be reached.

You may need to provide:

- Name
- Job title
- Company
- Phone number
- Email
- Years you have known the person
- Relationship (Personal or Professional)

Final Reminders

Sign (don't print) your name and include the current date.

Check carefully that you have completed the application. Once you fill out an application, it is a binding document; any misinformation could be grounds for termination.