

# Successfully Completing a Job Application



## General Guidelines

The **job application**, once signed, is considered a legal document from the employer perspective, while your resume is considered your “marketing brochure” in which you can display your skills in the most positive light. Besides submitting the application online, also **submit it in person** so you can **ask for an interview**, otherwise your application form may be discarded.

- ◆ **To begin — make a copy of the blank application form, even for online applications.** You’ll complete this copy, making changes until it’s accurate. Then transfer information from the draft to the final application for submission.
- ◆ **Read all directions and answer each question,** even if you need to put N/A (not applicable).
- ◆ **Be honest** in answering questions. By signing the form you are attesting that all information provided is truthful and accurate.
- ◆ Make sure that the information provided on your application **agrees with your resume.**
- ◆ **Print neatly** and clearly or type your answers. You’ll be judged.
- ◆ **Use proper punctuation and grammar.**
- ◆ **Put a positive spin** on any negative information.
- ◆ Unless otherwise requested, **only list your employment for the last 10 years.**
- ◆ **Before submitting it, make a copy of the completed form.** Attach the job announcement to your copy and keep it with other application materials close to the phone or computer for easy

## Answers to Difficult Questions

- ◆ **Desired Salary** – Put “negotiable.”
- ◆ **Availability for work** – if you’re working, it’s best to put “after giving employer two weeks notice.” If you’re not working, you might want to put “available immediately” or give a specific start date such as “available in early August.” Give a reasonable start date —usually within a few weeks.
- ◆ **Criminal conviction** – if you have a conviction (not just an arrest), try to be positive about it. For example, if you were convicted of a drug offense several years ago, you might want to state “drug offense occurred three years ago. Since then I’ve received treatment, been drug free, and have lead a responsible life.”
- ◆ **Disability/medical questions** – with the passage of the Americans with Disabilities Act (ADA), employers are not allowed to inquire about health or medical conditions, disability, or work related injuries. They may only ask if you would need an accommodation to perform your job duties. It’s best to limit this information and address it in the interview, if necessary.
- ◆ **Reasons for leaving previous jobs** – it’s best to be concise and positive, especially if you left a job under difficult circumstances. Common reasons include: relocated, became self employed, returned to school, sought salaried employment (when leaving self-employment), career change, or better growth opportunity.

## Using Positive Statements to Describe Difficult Terminations



Application Form

Please print and answer all questions. If you do not wish to answer a question, please indicate by an asterisk (\*) and clarify the reason for non-response on separate sheet.

Additional space is required to answer several questions. Please keep in mind that one of the questions are intended to elicit your writing and answering those questions. Please keep in mind that one of the questions are intended to elicit your writing and answering those questions. Please keep in mind that one of the questions are intended to elicit your writing and answering those questions.

Name: Last First Middle Initial Phone ( ) - -

Address: Street Ave. City State Zip

Date available for work: \_\_\_\_\_

Have you the legal right to work in this U.S.? Yes  No  (Specify requirement: \_\_\_\_\_)

Have you ever been convicted of a felony? Yes  No  (If yes, specify US conviction and how necessary security you pose for the job)

Gender: Male  Female  Education: \_\_\_\_\_

Did you work overseas at any time? Yes  No  (Specify country: \_\_\_\_\_)

Work available for work: \_\_\_\_\_

When: \_\_\_\_\_ How: \_\_\_\_\_ Why: \_\_\_\_\_

Skills: \_\_\_\_\_

Emergency contact: Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Write:

- ◆ Company restructuring (if true) INSTEAD of personality conflict
- ◆ Tended to personal business which has been resolved INSTEAD of personal/family problems
- ◆ Sought new career opportunity INSTEAD of job burn out or didn't like job
- ◆ If it coincides with a company layoff, you may be able to state lay off or restructuring INSTEAD of job injury/hospitalization or fired



## Do You Really Want the Job?

**First impressions are important.** Your appearance is important, even when submitting an application. Every time you make contact with an employer, dress as though you are ready to go to work. Remember to **bring everything with you that you will need when filling out applications.** It does not create a business-like impression when a job seeker needs to borrow the employer's pens to complete an application. Be organized. When you think you might be completing applications, bring with you pens (black or blue ink) and copies of your resume, as well as:

- ◆ All **employment history** information including company names, addresses, telephone numbers, supervisor's name and phone number, and dates of employment.
- ◆ **Volunteer work history** with community organizations including organization names, addresses, telephone numbers, and dates of service.
- ◆ **Personal references** including names, addresses, email addresses and telephone numbers.
- ◆ Information such as **education** and social security number.

