

Mastering the Application Answers

If your application has different information on it than the answer key application, then use the explanations below to learn why.

1. The contact information for Bob The Builder should've been fairly straight forward, but people often debate on what email to use. Applications and resumes should only have professional email addresses on them. In Bob's case, that's bob.builder@st.mntc.edu Bob may not currently use that email address, but there's two solutions for that problem. He could either start using it, or he can go into the settings of that email address and make it were it automatically forwards all emails to his shack_maker832 email address. That way he doesn't have to change his habits but can still put a professional email address on his application.
2. Having a referral to work for a company is a huge benefit for any applicant. Referrals normally fast-track an application and get that applicant hired faster. However, using a referral that isn't liked by the hiring manager has the completely opposite effect and that applicant is dismissed before being given a chance. Since Tommy was fired, it would be better to be a walk-in applicant than Tommy's referral.
3. a. The person that applies for "any" job gets no job. Hiring managers don't want employees that are simply desperate for a paycheck. They want an employee who is genuinely interested in working for that company. Since Tommy got fired, we know a Crew Member position is available, and I would recommend applying for that instead of "any" job.

b. Availability is one of the most closely looked at sections on an application, especially in food service and retail. Be 100% honest about your availability, but make sure you can be at work by the time you say you can. I gave Bob an extra 15 minutes after school just to be sure.
4. Bob doesn't have a felony, so he'll be good on their background check. If that's an obstacle that you have, then feel free to reach out to me at jared.williams@mntc.edu and I can talk to you about how to overcome that obstacle. I'm certified as an Offender Employment Specialist, so I specialize in helping people with felonies obtain employment.
5. Bob is going to Moore High School AND Moore Norman Technology Center. He hasn't graduated yet, but he hasn't dropped out either. If possible, I recommend putting "Not Yet" instead of just "No" on graduating to indicate that he hasn't dropped out.

6.
 - a. First of all, if you don't know the address or phone number for a business, Google it.
 - b. There is a lot of debate on whether or not to put McDonalds on this application. He was employed for a very short time period and was fired, so you may want to leave it off the application entirely. If you do, that's fine. If you do put McDonalds on here though, Todd Jefferson should be listed as the point of contact because he may actually give Bob a good reference, unlike Frank Shuman.
 - c. If you also added his 4 years of volunteering in this section, then give yourself bonus points. A lot of applications have sections for volunteering, but this one didn't and Bob should be recognized for all that work.
 - d. Finally, always mark "yes" that they can contact your previous employers. If you mark "no", then they will either discard your application or make sure that they DO contact your previous employers.
7. Bob actually has several good references that he could use. When it comes to references, the best are current/previous supervisors or instructors since they have overseen you working. The 2nd best are current/previous coworkers because they worked along-side of you. The worst are friends/family members. The only reference that I would absolutely forbid Bob from ever using is Frank Shuman since that's a guaranteed bad reference. I would discourage Ray Jackson and Bill Builder as well though since they are friends/family members.
8. Every application has fine print. Some of them are simple and just say that you're providing factual information. Some are horrible and cause you to waive your right of being able to take the company to court if they do something horrible to you. Either way, you will not be hired if you don't sign it.