

Completing The Job Application



The job application is what makes your first impression on a potential employer. Messy, stained, wrinkled or misspelled applications are an instant strike against your character. Be sure to take time and care when filling out the application – the extra effort will demonstrate that you pay attention to details and are thorough. Here are some additional tips to remember when filling out the application:

- ◆ Always use black or dark blue ink; colors are cute, but not professional!
- ◆ Use correct grammar and punctuation; capitalize where appropriate and do not dot I's with hearts or stars.
- ◆ Follow all directions; if the application asks for last name first, be sure to write you last name before your first name.
- ◆ Do not leave questions blank; place a line through it or write N/A (not applicable).
- ◆ Be as specific as possible when asked to list skills or qualifications.
- ◆ Be sure that all information, i.e. phone numbers, dates, etc., are correct.
- ◆ When listing references, be sure to ask someone if you may list them and have their current information. Nothing is worse than having an employer call a reference and getting a wrong number or someone who does not remember who you are!
- ◆ Finally, remember that you must sign the application certifying that everything you wrote is true – do not lie on an application just to be hired!

On the following page is a sample application. Keep in mind that there are many different formats that are used and many different questions that may be asked of you. If you will be working with money, a company may ask you to compute math problems. Businesses that deal heavily with customer services may ask you to respond to a possible scenario that you may encounter as an employee. Be sure to answer these questions honestly and thoughtfully.

PERSONAL

Last Name	First Name	Initial	Social Security No.	
Permanent Address	City	State	Zip	Telephone
Are you less than 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have the legal right to live and work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No	Other name(s) under which you have been previously employed.		
Do you have any family, business, health or social restrictions or obligations that would prevent you from working overtime? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No			

EDUCATION/U.S. MILITARY SERVICE

School or Institution	Name and Address of School	Units Completed	Degrees and/or Diplomas
High School			
College			
College			
Other			
Honors or Awards Received		Certificates or Licenses Earned	
Please indicate any foreign languages that you:	Speak	Read	Write
Have you ever served in the U.S. Armed Services? <input type="checkbox"/> Yes <input type="checkbox"/> No		U.S. Military Duties and Special Training	

EMPLOYMENT

GIVE EMPLOYMENT RECORD AS COMPLETELY AS POSSIBLE, LISTING MOST RECENT EMPLOYMENT FIRST. SHOW UNEMPLOYED OR SELF-EMPLOYED PERIODS AND INDICATE DATES. INCLUDE PAID AND UNPAID EXPERIENCE.

Company Name	Address	Telephone	Dates of Employment
Job Title	Supervisor's Name and Title	Type of Business	Base Rate of Pay (Hr./Week/Month)
Description of Duties			Reason for Leaving:
			May We Contact this Employer?
Company Name	Address	Telephone	Dates of Employment
Job Title	Supervisor's Name and Title	Type of Business	Base Rate of Pay (Hr./Week/Month)
Description of Duties			Reason for Leaving:
			May We Contact this Employer?
Company Name	Address	Telephone	Dates of Employment
Job Title	Supervisor's Name and Title	Type of Business	Base Rate of Pay (Hr./Week/Month)
Description of Duties			Reason for Leaving:
			May We Contact this Employer?

REFERENCES

LIST PEOPLE WE MAY CONTACT WHO ARE QUALIFIED TO EVALUATE YOUR CAPABILITIES (DO NOT INCLUDE RELATIVES)

Name and Address	Telephone	Occupation	Years Known

ACKNOWLEDGEMENT

I authorize the employer to make any investigation deemed necessary for my employment consideration. All information I have provided on this application is true and accurate.	Signature	Date
--	-----------	------

Turning In Your Application

It is best to return your completed application to a manager so you know it will be reviewed. Sometimes, the worker will let you know when to return your application. If not, ask when the best time to return the application is. Keep track of where you are turning in applications, the names and numbers of managers and whom you give your application to, if different from the manager. Also, try to be dressed professionally when turning in your application.

Following Up On Your Application

The number one mistake that students make when looking for a job is to turn in an application and simply wait for a call. Employers are looking for motivated employees that are eager to work. Always follow up your application with a phone call to the manager. This lets the employer know you are interested enough to make an extra effort. Also, it works to ensure your application was received by the proper person. Finally, it allows you to remain current in the mind of the employer. It may be that a position just opened up that day and your phone call may lead to an instant interview!

The following is a possible script that you can use when making your call. Try making a few practice calls with the help of friends or family so that you are not nervous and are able to clearly state the intentions of your call.

“Good morning/afternoon. My name is Brad and I turned an application for the cashier position in to Angelina on Monday. I was calling to check if you have had the chance to look over my application.”

There are several possible responses from an employer at this point.

- ◆ *If the employer has not had the chance to review the application:* Thank them for their time and ask if you can call again in a few days. Then be sure to call.
- ◆ *If the employer says they are not hiring at the moment:* Thank them for their time and ask if they anticipate the need to hire more employees in the near future as well as what happens to your application - is it kept on file or will you need to submit a new one later?
- ◆ *If the employer has reviewed your application but does not believe you are qualified:* Thank them for their time and ask what exactly they are looking for so that you know what areas to improve on for next time. This question might just let the employer see how dedicated you are to improving yourself and you may be granted an interview.

Follow Up Contact Form

This form can be a useful tool in keeping track of where you picked up and returned applications to as well as your follow up information.

Job Follow Up Details

Employer / Business Name: _____

Name of Manager: _____

Best time to turn in application or make calls: _____

Actions taken:

Picked up application Turned in application - to who? _____

1st follow up call - 2nd follow up call

Notes: _____

Employer / Business Name: _____

Name of Manager: _____

Best time to turn in application or make calls: _____

Actions taken:

Picked up application Turned in application - to who? _____

1st follow up call - 2nd follow up call

Notes: _____

Employer / Business Name: _____

Name of Manager: _____

Best time to turn in application or make calls: _____

Actions taken:

Picked up application Turned in application - to who? _____

1st follow up call - 2nd follow up call

Notes: _____