

Surviving the Job Application

Applications are used mainly as a tool by the employer to screen people out. **Don't give them a reason to screen yours out.** Here are some helpful tips when filling out a job application. **Do:**

- Dress appropriately and smile when asking for applications. The person you meet may be the hiring manager!
- Be prepared to fill out the application on the spot if asked. Have your information ready. Read over the application thoroughly and follow the instructions.
- Have your driver's license, social security card, work history, and reference information with you.
- Bring two black or blue pens.
- Print clearly and neatly – avoid fancy lettering.
- Fill in all required information – don't leave any blanks! Put N/A (not applicable) or a slash instead.
- Be specific about the position, or positions you are applying for with the company. Avoid writing "anything" for the position desired.



- Be detailed about your work description. Don't assume the employer knows what you did. Write down the skills, tools, equipment you used plus any achievements you consider important.
- Use positive terms for leaving last employers. Instead of "quit" try "left to seek new challenges", "seeking increased responsibility", "pursuing education", or another positive reason that suits your situation. Instead of "laid off" try "reduction in force" this makes it sound less personal. Use "plant closure" if this was the case. If you were fired you might want to try "let go" or "prefer to discuss at interview".
- Sign and date the application. Don't fold it. Keep it clean.
- List all of your paid and unpaid work experience. Remember to list your ROP training site as work experience.
- Check spelling, grammar, and punctuation.
- Be truthful – never lie!

Application Information (cont'd)

List certifications (include dates)

Other than traffic citations, have you ever been convicted or pleaded guilty or no contest to a misdemeanor or felony? No Yes (If yes, explain)

Do you have any physical condition that prevents you from performing duties of the position for which you have applied?

No Yes (If yes, explain)

WORK HISTORY List all present and past employment. Begin with your most recent. Don't forget any and all volunteer work (such as ROP training site).

Name of Business _____

Address _____

City, State, Zip _____

Phone _____ Supervisor Name _____

Period of Employment from (mo/yr) _____ to (mo/yr) _____

Check one: Full-Time Part-Time Wages _____

Duties and responsibilities

Reason for leaving _____

Name of Business _____

Address _____

City, State, Zip _____

Phone _____ Supervisor Name _____

Period of Employment from (mo/yr) _____ to (mo/yr) _____

Check one: Full-Time Part-Time Wages _____

Duties and responsibilities

Reason for leaving _____

Name of Business _____

Address _____

City, State, Zip _____

Phone _____ Supervisor Name _____

Period of Employment from (mo/yr) _____ to (mo/yr) _____

Check one: Full-Time Part-Time Wages _____

Duties and responsibilities

Reason for leaving _____

References

References are people who have known you for a length of time. They are willing to verify your abilities, skills, and attitude. Be sure to contact the references before you put their names on an application or résumé.

Name: _____
Occupation/Title: _____
Address: _____
City, State, Zip: _____
Phone: () _____ Date last contacted _____
Check one: Professional reference Personal reference

Name: _____
Occupation/Title: _____
Address: _____
City, State, Zip: _____
Phone: () _____ Date last contacted _____
Check one: Professional reference Personal reference _____

Name: _____
Occupation/Title: _____
Address: _____
City, State, Zip: _____
Phone: () _____ Date last contacted _____
Check one: Professional reference Personal reference _____