

APPLICATION FORM GUIDELINES



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Career Services Center
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The application form is a very important part of the job search process. It is a personal record and legal binding document. Neatness, accuracy, and thoroughness are essential and could set two applicants apart if they are equally qualified.

Read all instructions carefully before starting. Many companies have strict guidelines which could include “*please print*” and “*don’t use see resume.*” Below are some basic tips to help you get started as you prepare to fill out your job application.

Tips on Completing your Application

1. Type or print neatly in black ink.
2. Answer every question that applies to you. If a question does not apply, you may write N/A (not applicable), or draw a line through the space to show that you did not overlook the question. *Don’t leave anything blank.*
3. Be honest. Because your application is a legal document, you can be fired if information is false.
4. Give your complete name and address, including your zip code.
5. Spell correctly. If you aren’t sure how to spell a word, use a dictionary or another word with the same meaning. If possible, have someone proofread your application (visit the Career Services Center).
6. Answer the question on job preference or “job for which you are applying” with a specific job title or type of work. Employers expect you to state clearly what kind of work you can do.
7. Take along a completed sample application. This will allow you to have pertinent information prepared including a list of schools attended, previous employers, and addresses and dates of employment.
8. List several good references. *Always ask permission before listing them on the application.* Try to include a former employer (if the company you are applying to allows) or teacher, a recognized community leader, and a friend who is established in business.
9. Sign and date the application.
10. Include a resume with the submission of the application.

On-line Applications

Before you start, be sure to convert your resume into an electronic format (see the “Resume Guidelines” packet located in the Career Services Center). Then, you simply cut and paste your electronic resume into the online form provided.

There are hundreds of sites where you can apply for jobs and/or post your resume online. Some sites let you upload your resume with the click of a button, while other sites have you cut and paste your resume. Once you have uploaded your resume, you can search for jobs and submit your application or resume with a click of the mouse.

When searching for jobs on-line and applying to certain company web sites, it is very important to follow the instructions carefully. Once again, having a completed sample resume on hand will save you time and energy.

Difficult Questions to Answer on an Application

What do I put for “Wage or Salary expected” under the position requirements section?

- When the application asks what wage or salary you expect write, “open.” If you specify a dollar amount, you may price yourself out of the job if it’s too high.

What if I have a criminal record?

- Insist on discussing this section rather than writing about it. In the space where it asks about convictions, write, “Please see me.” This can be addressed in the interview.

Do I need to list all my employment, even short term?

- Yes, you need to list all employment. If a manager is serious about you, they will ask the company’s personnel department to conduct a routine background check.

How do I answer the “reason for leaving” section under employment history?

- If you were fired, laid off, or downsized, the best response would be “reduction in force.” If you quit your former job, the best response to write would be “to further career advancement” or “to pursue better opportunities.”

How do I respond if I don’t want my former supervisor/employer contacted due to a poor reference?

- If you know your former boss won’t give you a decent recommendation, give the name of someone else in the chain of command that will give you an impartial recommendation. Additionally, it is acceptable to check “no” if you do not want your current employer to know you are job seeking.

If I am shy of completing my degree, can I list it?

- No, do not exaggerate. Employers are now doing educational checks due to the number of applicants fabricating their certificates/degrees. However, you can provide an expected graduation date if you are working to complete your degree, otherwise state your major and/or number of credit hours completed.

SAMPLE JOB APPLICATION FORM

This form includes almost everything you might find on a company application. Practice filling it out and use it as a reference to complete other application forms. Review a copy of your application before your job interview.

INSTRUCTIONS: Type or print clearly in black or blue ink. Answer all questions. Indicate N/A if not applicable. Do not indicate “see resume.”

APPLICANT INFORMATION

Name _____ Phone # _____
Last First Middle

Address _____
Street City State Zip Code

Social Security # _____

POSITION REQUIREMENTS

Position Desired _____ Full Time Part Time

Wage or salary expected _____ Date available to work _____

Have you ever applied with ABC Company? Yes No

Were you previously employed by ABC Company? Yes No

If yes, dates of employment and position? _____

What are your special capabilities and skills that will benefit the organization and your coworkers the most if you are employed by ABC Company in this position?

GENERAL INFORMATION

Are you at least 18 years of age? Yes No

Are you related to someone now employed with ABC Company? Yes No

If yes, provide name and relationship: _____

Are you legally authorized to work in the United States? Yes No

Have you been issued a U.S. Social Security Card Number by the Social Security Administration and agree to provide that number if hired? Yes No

Have you ever been convicted of, or pleaded guilty or “no contest” to, a felony or criminal offense, excluding misdemeanors and traffic offenses? Yes No

If yes, please briefly explain _____

EMPLOYMENT/EXPERIENCE

Present/Most Recent Employer _____

Address _____ Phone # _____

Dates of Employment _____ Supervisor _____

Position held and duties performed _____

Starting Salary _____ Ending Salary _____

Reason for Leaving _____

May we contact this employer? Yes No

Previous Employer _____

Address _____ Phone # _____

Dates of Employment _____ Supervisor _____

Position held and duties performed _____

Starting Salary _____ Ending Salary _____

Reason for Leaving _____

May we contact this employer? Yes No

Next Previous Employer _____

Address _____ Phone # _____

Dates of Employment _____ Supervisor _____

Position held and duties performed _____

Starting Salary _____ Ending Salary _____

Reason for Leaving _____

May we contact this employer? Yes No

Next Previous Employer _____

Address _____ Phone # _____

Dates of Employment _____ Supervisor _____

Position held and duties performed _____

Starting Salary _____ Ending Salary _____

Reason for Leaving _____

May we contact this employer? Yes ↑ No ↑

REFERENCES (Not including supervisors)

Name _____ Phone # _____

Company _____ Relationship _____

Address _____

Name _____ Phone # _____

Company _____ Relationship _____

Address _____

Name _____ Phone # _____

Company _____ Relationship _____

Address _____

EDUCATION AND TRAINING

High School _____ *Did you graduate?*
Yes No GED

<i>College(s)</i>	<i>Dates</i>	<i>Graduate</i>		<i>Degree</i>	<i>GPA</i>
		<i>Yes</i>	<i>No</i>		
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Technical, business, on the job or other training _____

Computer Skills _____

Applicant Signature _____ Date _____

Sources:

The Career Fitness Program, Exercising Your Options, Seventh Edition

Dianne Sukiennik, William Bendat, Lisa Raufman

Pearson, Prentice Hall

Upper Saddle River, NJ, 2004

Getting the Job You Really Want, Fourth Edition

J. Michael Farr

JIST Publishing, Inc.

Indianapolis, IN, 2002

The Job Hunting Handbook, Take Control and Land the Job You Want

Harry Dahlstrom

Dahlstrom & Company, Inc.

Holliston, MA, 2002

The Ultimate Job Hunter's Guidebook, Third Edition

Susan D. Greene and Melanie C.L. Martel

Houghton Mifflin Company

Boston, MA, 2001