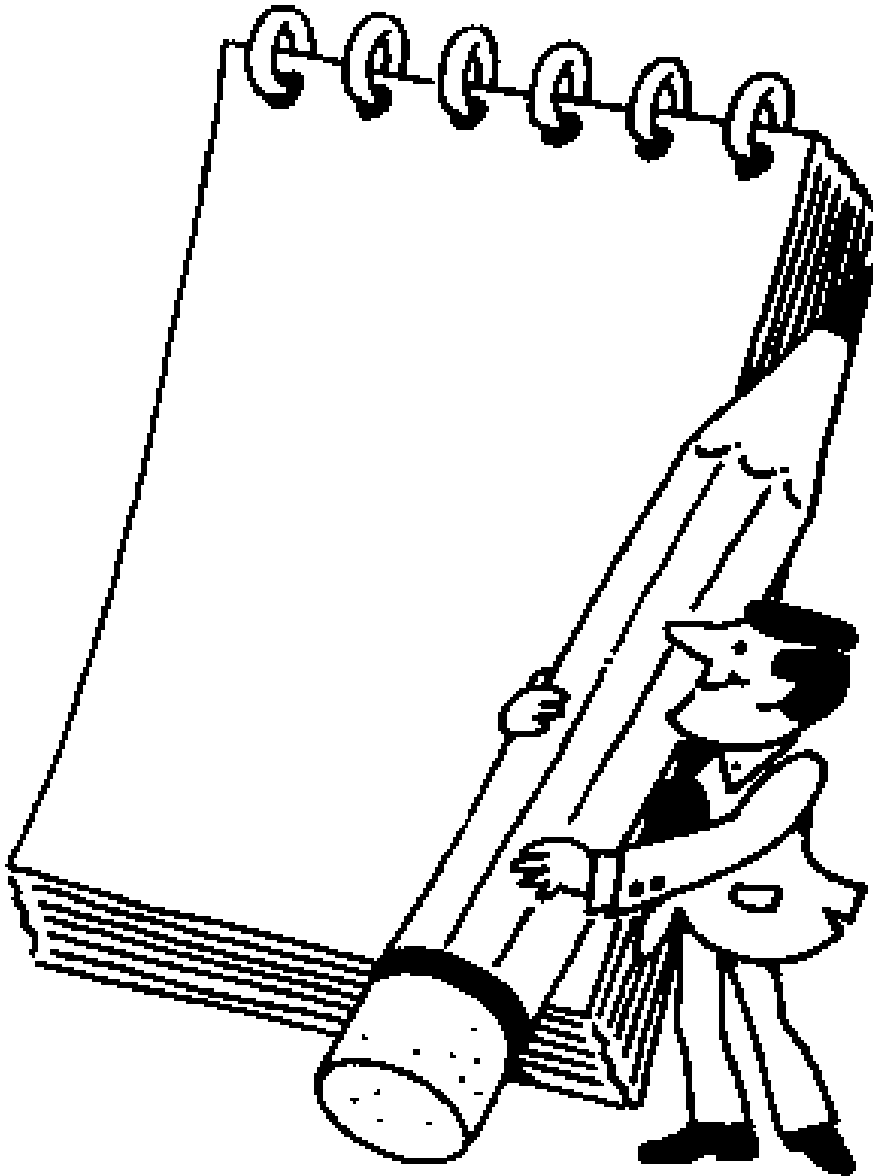# JOB APPLICATIONS

<u>AND WORK PORTFOLIO</u>

PITTSBURG IAP/ARS FAMILY SUPPORT OFFICE
Bldg. 316 Room 122, 412-474-8544

TIPS FOR COMPLETING APPLICATIONS

1. Compile a Work Portfolio to take with you whenever you are job seeking.

2. Take two pens with black ink along. You should never have to ask a receptionist for writing materials or a phone book.

3. Be prepared to fill out an application <u>before </u>you walk through the door.

4. If possible, take the application home to complete so you can type it or print neatly.

5. If you are going for an interview and know you will have to fill out an application; pick it up ahead of time and have it completed when you arrive.

6. Dress appropriately and smile.

7. The more willing you are to work weekends, holidays, varied shifts, overtime, part-time, temporary or on-call, the more likely you are to be selected. Give yourself the best possible chance, but be honest about what conditions you can handle in view of your other responsibilities.

CRITIQUE OF YOUR APPLICATION FORM

1. Have you proofread your form for spelling and grammar?

2. Is the copy you plan to submit clean and in good condition?

3. Have you filled in all the blocks?

4. Have you listed contact information for supervisors and references, or do you have letters of reference available to verify your past work experiences?

EMPLOYMENT APPLICATION

NAME: _____   **Social Security No.** _____
        Last   First   M.I.   **Office Phone No.** _____
ADDRESS: _____   **Home Phone No.** _____
        Number   Street   **Employee Referral:** _____
        _____   (Newspaper Ad, name paper)
        City   State   Zip Code

List all previous addresses for the last SEVEN years.

Street	City	State	Zip	Years (From-To)

JOB INTEREST

Applying for _____   Date Available _____
Qualified in any Other Position _____   Wages Expected _____
Interest in _____   Main Hobbies _____
_____

PERSONAL

Do you hold a Security Clearance? _____   Have you ever been denied a Security Clearance? _____
Do you know any reason why you would be denied a Security Clearance? _____   If yes, please explain:
_____
Have you ever been bonded?   No _____   Yes _____ , For _____
Have you ever been convicted by any regulatory agency of a felony? _____
If yes, for what, and what was disposition of case? _____
_____

NOTIFY IN EMERGENCY

Name _____   Relationship: _____
Address _____
        _____

Name _____   Relationship: _____
Address _____
        _____

EDUCATION: (Circle highest year completed)

High School   1 2 3 4 Name _____ G.E.D. _____ Year Grad. _____
College   1 2 3 4 Name _____ Degree _____ Year Grad. _____
Graduate School   1 2 3 4 Name _____ Degree _____ Year Grad. _____

Relevant Classes: _____
_____

Other Training   Hours _____   Course _____   Where Attended _____
                         Hours _____   Course _____   Where Attended _____
                         Hours _____   Course _____   Where Attended _____
                         Hours _____   Course _____   Where Attended _____
                         Hours _____   Course _____   Where Attended _____
                         Hours _____   Course _____   Where Attended _____

MILITARY

Branch: _____   Date Entered: _____   Date Discharged: _____
Final Rank: _____   Specialty: _____   In Reserves: Yes _____   No _____

SKILLS

Type WPM _____   CRT/Data Entry _____   Cash Register _____   Journeyman (Trade) _____
Word Processing (Microsoft, Word Perfect, etc.) _____
Other Computer Software _____
Specialized Equipment   _____
Summarize other special skills and qualifications _____
_____
Languages you speak, read, write

	Fluent	Good	Fair
SPEAK			
READ			
WRITE			

List professional, trade, business or civic activities and offices held. (You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status.)
_____
_____

PROFESSIONAL CERTIFICATES

Date of Certification From – To	License Type	Name on License	Name & Address of Assn/Org Issuing License	License Number	City/State Where Granted

PROFESSIONAL REFERENCES

Name	Address	Phone Number Day/Evening	Occupation	Years Known

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include military service assignments and volunteer activities. You may exclude organization names which indicate race, color, religion, gender, national origin, handicap or other protected status.

1. Employer _____
    Location _____
                Street Address   City   State   Zip Code
    Telephone Number (_____)_____ Employed from _____ to _____
    Job Title _____ Supervisor _____
    Starting Salary _____ Ending Salary _____ Reason for Leaving _____
    Work Performed _____
    _____
    _____
    _____
    _____

2. Employer _____
    Location _____
                Street Address   City   State   Zip Code
    Telephone Number (_____)_____ Employed from _____ to _____
    Job Title _____ Supervisor _____
    Starting Salary _____ Ending Salary _____ Reason for Leaving _____
    Work Performed _____
    _____
    _____
    _____
    _____

3. Employer _____
    Location _____
                Street Address   City   State   Zip Code
    Telephone Number (_____)_____ Employed from _____ to _____
    Job Title _____ Supervisor _____
    Starting Salary _____ Ending Salary _____ Reason for Leaving _____
    Work Performed _____
    _____
    _____
    _____
    _____

4. Employer _____
    Location _____
                Street Address   City   State   Zip Code
    Telephone Number (_____)_____ Employed from _____ to _____
    Job Title _____ Supervisor _____
    Starting Salary _____ Ending Salary _____ Reason for Leaving _____
    Work Performed _____
    _____
    _____
    _____

5. Employer _____
   Location _____
             Street Address   City   State   Zip Code
   Telephone Number (_____)_____ Employed from _____ to _____
   Job Title _____ Supervisor _____
   Starting Salary _____ Ending Salary _____ Reason for Leaving _____
   Work Performed _____
   _____
   _____
   _____
   _____

6. Employer _____
   Location _____
             Street Address   City   State   Zip Code
   Telephone Number (_____)_____ Employed from _____ to _____
   Job Title _____ Supervisor _____
   Starting Salary _____ Ending Salary _____ Reason for Leaving _____
   Work Performed _____
   _____
   _____
   _____
   _____

7. Employer _____
   Location _____
             Street Address   City   State   Zip Code
   Telephone Number (_____)_____ Employed from _____ to _____
   Job Title _____ Supervisor _____
   Starting Salary _____ Ending Salary _____ Reason for Leaving _____
   Work Performed _____
   _____
   _____
   _____
   _____

8. Employer _____
   Location _____
             Street Address   City   State   Zip Code
   Telephone Number (_____)_____ Employed from _____ to _____
   Job Title _____ Supervisor _____
   Starting Salary _____ Ending Salary _____ Reason for Leaving _____
   Work Performed _____
   _____
   _____
   _____
   _____

Work Portfolio Information

What is a Job Portfolio? It is a job hunting tool that you can develop to give employers a complete picture of who you are: Your experience, your education, your accomplishments, your skill sets and what you have the potential to be.

Uses for the Job Portfolio. You can use the job portfolio in job interviews to show case a point, to illustrate the depth of your skills and experience, or to use as a tool at a second interview.

Steps in establishing your Job Portfolio.

1. Decide on how you wish to organize it. One option often cited is to place your portfolio in a professional three ring binder, a zipper closure is optional. Alternatively, having a portfolio bound at a local print shop may be a solution. It should include a table of contents and tabs or dividers.

2. The next step is to gather, write, copy and assemble the material that goes into the portfolio. This should do two things: establish a professional portfolio and help better prepare you for your job search.

What types of things should go into your portfolio? The following categories may be used to establish your portfolio. Feel free to deviate from these categories as you see fit.

1. **Career Summary & Goals:** A description of what you stand for (such as work ethic, organizational interests, management philosophy etc) and where you see yourself in two to five years.

2. **Traditional Resume:** This resume should include a summary of your education & training, your achievements, while using a chronological format.

3. **Scannable Resume:** This should be a text only (no bolding) version of your resume. Major corporations and some government entities use these instead of a regular resume.

4. **Skills, Abilities and Marketable Qualities:** A detailed explanation of your skills and experience. This section should include the name of skill area, the performance or behavior, knowledge, or personal traits that contribute to your success in that skill area; your background and specific experiences that demonstrate your application of the skill.

5. **Samples of your Work:** A sampling of your best work, including reports, papers, studies, brochures, projects, presentations, etc. Some experts even suggest including copies of favorable employer evaluations and reviews.

6. **Testimonials and Letters of Recommendations:** This should be a collection of any kudos received from customers, clients, colleagues, past employers, professors, etc. Some experts even suggest including favorable employer's evaluations and reviews.

7. **Awards & Honors:** A collection of any certificates of awards, honors, and scholarships.

8. **Conferences & Workshops:** A list of conferences, seminars, and workshops you have participated in or attended.

9. **Transcripts, Degrees, Licenses, and Certifications:** A description of relevant courses, degrees, licenses and certifications.

10. **Military records, awards, and badges:** A listing of your military service if applicable.

11. **References:** A list of 3 to 5 people (including full names, titles, addresses, and phone/email) who are willing (you know this because you have contacted them) to speak about your strengths, abilities, and experience. At least one reference should be a former manager or supervisor.