



Oklahoma Cooperative Extension Service
Oklahoma State University

Pathways to Success

A Basic Living Skills Curriculum

The Job Application

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The Job Application

Today you will learn: How to apply for a job.

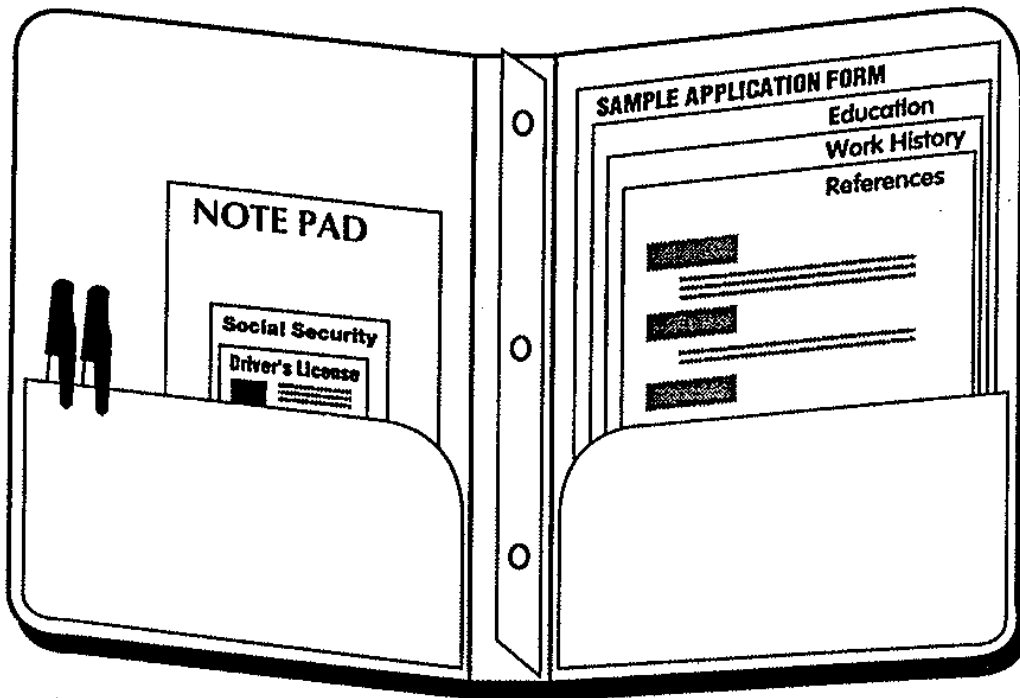
The Job Application

You will be asked to fill out an application form for some jobs. The form may not be required for part-time or temporary jobs. The job application tells an employer about you. Filling out a sample job application helps you see yourself as you look to an employer. Take a filled out sample application form with you when you look for a job. This will help you fill out other application forms. Not every application form will be alike.



Get ready for finding a job.

Keep a folder of items you will need to take with you.



The employer will ask you to give names of persons who know about your work skills. These persons are called references. Never use family members and close friends as references!

Good references are teachers, past employers, adult friends and community leaders such as your preacher. Ask them if you can use them as a reference.

Job Application Tips

- Take the application home with you whenever you can. This way you can take your time filling it out.
 - Read everything on the form before you start writing. Follow all directions.
 - Some applications can be completed online. Be sure to go back and check your spelling.
 - Be neat. Print clearly.
 - Use a black ink pen.
 - Be honest.
 - Answer all questions. Write "N/A" in spaces that do not apply to you. "N/A" means not available or not applicable.
 - If you have a GED (graduate equivalency degree), in the high school education space write GED.
 - Make your answers short.
 - Use correct spelling of words.
-
- Write "Open" on wages desired. This means you will talk to the employer about how much the job pays during the interview.
 - Include area codes with telephone numbers. If you do not have a phone, list a number where an employer can leave a message. Ask the person if you may list his or her telephone number.
 - Be honest when asked about your health. Tell any health problems you may have.

Personal Data Sheet

NAME Mary Job Seeker
ADDRESS 123 Elm Street, Anytown, OK 70001
TELEPHONE NUMBER (405) 111-1000
SOCIAL SECURITY NUMBER 500-00-1000

EDUCATION

Schools Attended	Dates Attended
<u>Anytown High School, Anytown, OK</u>	<u>1995-1997</u>
<u>GED Anytown, OK</u>	<u>1997</u>

WORK EXPERIENCE

Date Employed	Name and Address of Employer	Work Performed
<u>1999-Present</u>	<u>ABC Public Schools PO Box 500, Anytown, OK 70001</u>	<u>Custodian</u>
<u>1997-1999</u>	<u>Good Eating Cafe 101 Main Street, Anytown, OK 70002</u>	<u>Cook's Assistant</u>
<u>1995-1997</u>	<u>Mrs. Mrs. Walter Boyd 515 East Cotton, Anytown, OK 70002</u>	<u>Babysitting</u>

REFERENCES

Name	Address	Telephone Number
<u>Bob Seaman</u>	<u>Head Custodian, ABC HS, Box 500, Anytown, OK 70001</u>	<u>(405) 222-1000</u>
<u>Francis Brown</u>	<u>First Cook, Good Eating Cafe, Anytown, OK</u>	<u>(405) 333-1000</u>
<u>Clyde James</u>	<u>Pastor, Hilltop Church, 210 Main, Anytown, OK</u>	<u>(405) 222-2000</u>

Jobs: Preparation & Placement (Volume 1), Department of Employment and Training

Personal Data Sheet

NAME _____

ADDRESS _____

TELEPHONE NUMBER _____

SOCIAL SECURITY NUMBER _____

EDUCATION

Schools Attended

Dates Attended

WORK EXPERIENCE

Date Employed

**Name and Address
of Employer**

Work Performed

REFERENCES

Name

Address

Telephone Number

Jobs: Preparation & Placement (Volume 1), Department of Employment and Training

These are some of the instructions you will be ask to follow on a job application.

FOLLOWING INSTRUCTIONS GIVEN ON AN APPLICATION FORM

HOW TO DO IT:

Check one yes no

Circle your answer 1 2 4 5

Underline your response temporary or permanent

Place an X in the blank 1 2 3

Write; do not print write

Please print PRINT

Do not write in this space _____

If the form doesn't tell you whether to circle, check, underline, or place an X, follow these rules.
If there is a small line, or box, or circle, use a check (✓) or an X.

LANGUAGES YOU SPEAK: English French Spanish

Other _____

If there is no line, or box, or circle, you may either circle or underline.

EXPECTED WEEKLY WAGE: \$25 \$50 \$75 \$100 or
\$25 \$50 \$75 \$100

*

* Taken from How to Get a Job and Keep It. Goble, Dorothy Y., Streck-Vaughn Company, 1985.

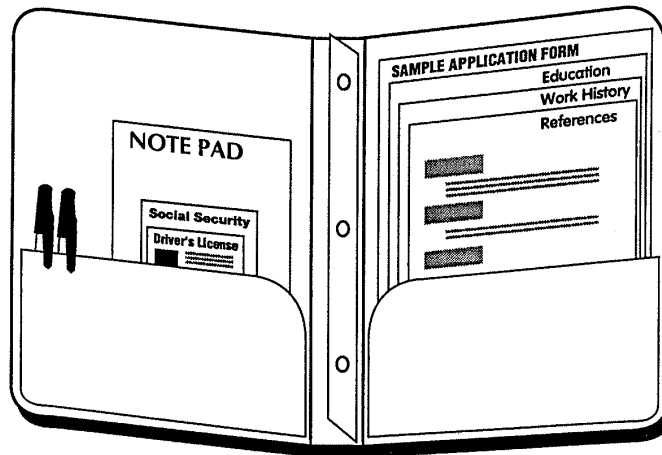
Read the application form on the next page.

1. What do you think the person should change on the form?

2. Would you hire this person? _____ Why?

3. Now look at your application form. Would you hire yourself? _____
Why?

4. Use the extra application forms to practice your new skill of filling out application forms.



SAMPLE
APPLICATION FOR EMPLOYMENT
(PRE-EMPLOYMENT QUESTIONNAIRE) (AN EQUAL OPPORTUNITY EMPLOYER)

PERSONAL INFORMATION

DATE 1/13/XX

NAME PUBLIC John Q SOCIAL SECURITY NUMBER 444-44-444

LAST FIRST MIDDLE

PRESENT ADDRESS 1234 NORTH WASHINGTON APT 3B ANTONOV, OK 77227

STREET CITY STATE ZIP

PERMANENT ADDRESS SAME

STREET CITY STATE ZIP

PHONE NO. ARE YOU 18 YEARS OR OLDER Yes No

SPECIAL QUESTIONS

DO NOT ANSWER ANY OF THE QUESTIONS IN THIS FRAMED AREA UNLESS THE EMPLOYER HAS CHECKED A BOX PRECEDING A QUESTION, THEREBY INDICATING THAT THE INFORMATION IS REQUIRED FOR A BONA FIDE OCCUPATIONAL QUALIFICATION, OR DICTATED BY NATIONAL SECURITY LAWS, OR IS NEEDED FOR OTHER LEGALLY PERMISSIBLE REASONS.

- Height 6 feet 3 inches Are you prevented from lawfully becoming employed in the U.S.? Yes No
- Weight 250 lbs. Date of Birth* _____
- What Foreign Languages do you speak fluently? _____ Read _____ Write _____
- Have you been convicted of a felony or misdemeanor within the last 5 years? ** Yes _____ No _____ Describe: _____

*The Age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 but less than 70 years of age.

**You will not be denied employment solely because of a conviction record, unless the offense is related to the job for which you have applied.

EMPLOYMENT DESIRED

POSITION DRIVER, MAINTNACE, PRODUCTION DATE YOU CAN START NOW SALARY DESIRED _____

ARE YOU EMPLOYED NOW? NO IF SO MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? _____

EVER APPLIED TO THIS COMPANY BEFORE? NO WHERE? _____ WHEN? _____

EDUCATION	NAME AND LOCATION OF SCHOOL	*NO. OF YEARS ATTENDED	*DID YOU GRADUATE?	SUBJECTS STUDIED
GRAMMAR SCHOOL	<u>ANTONOV, JR HI</u>	<u>8</u>	<u>YES</u>	
HIGH SCHOOL	<u>SOMEPLACE HIGH SCHOOL</u>	<u>4</u>	<u>NO</u>	
COLLEGE				
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL				

*The Age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 but less than 70 years of age.

GENERAL

SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK _____

U.S. MILITARY OR NAVAL SERVICE

RANK

PRESENT MEMBERSHIP IN NATIONAL GUARD OR RESERVES

TOPS FORM 3285 (84-3)

(CONTINUED ON OTHER SIDE)

~~JOHN~~ PUBLIC
 JOHN
 MIDDLE

FORMER EMPLOYERS (LIST BELOW LAST FOUR EMPLOYERS, STARTING WITH LAST ONE FIRST).

DATE MONTH AND YEAR	NAME AND ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM 1-08 TO 12-09	SAM GREEN AUTO PARTS	\$6.50	DRIVER	STORE CLOSED
FROM 10-05 TO 10-07	TOM BROWN IGA	\$5.75	BAGGER	LAY OFFS
FROM				
TO				
FROM				
TO				

REFERENCES: GIVE THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.

NAME	ADDRESS	BUSINESS	YEARS ACQUAINTED
¹ PASTOR SMITH	CHURCH ST, ANYTOWN	PASTOR	5
² MS. A. JONES	SOME PLACE H.S	VO-TEACHER	1
³ MR. TOM BROWN	IGA, ANYTOWN	GROCERY	2

PHYSICAL RECORD:

DO YOU HAVE ANY PHYSICAL LIMITATIONS THAT PRECLUDE YOU FROM PERFORMING ANY WORK FOR WHICH YOU ARE BEING CONSIDERED? Yes No
 IF YES, WHAT CAN BE DONE TO ACCOMMODATE YOUR LIMITATION? _____

PLEASE DESCRIBE: _____

**IN CASE OF
EMERGENCY NOTIFY**

NAME

ADDRESS

PHONE NO.

"I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT, IF EMPLOYED, FALSIFIED STATEMENTS ON THIS APPLICATION SHALL BE GROUNDS FOR DISMISSAL. I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN AND THE REFERENCES LISTED ABOVE TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND ANY PERTINENT INFORMATION THEY MAY HAVE, PERSONAL OR OTHERWISE, AND RELEASE ALL PARTIES FROM ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM FURNISHING SAME TO YOU.

I UNDERSTAND AND AGREE THAT, IF HIRED, MY EMPLOYMENT IS FOR NO DEFINITE PERIOD AND MAY, REGARDLESS OF THE DATE OF PAYMENT OF MY WAGES AND SALARY, BE TERMINATED AT ANY TIME WITHOUT ANY PRIOR NOTICE."

DATE 1-9-10

SIGNATURE *John R. Ellis*

DO NOT WRITE BELOW THIS LINE

INTERVIEWED BY _____

DATE _____

HIRED: Yes No

POSITION _____

DEPT. _____

SALARY/WAGE _____

DATE REPORTING TO WORK _____

APPROVED: 1. _____

2. _____

3. _____

EMPLOYMENT MANAGER

DEPT. HEAD

GENERAL MANAGER

This form has been designed to strictly comply with State and Federal fair employment practice laws prohibiting employment discrimination. This Application for Employment Form is sold for general use throughout the United States. TOPS assumes no responsibility for the inclusion in said form of any questions which when asked by the Employer of the Job Applicant, may violate State and/or Federal Law.

Sample Employment Application Form

PLEASE PRINT ALL
INFORMATION REQUESTED
EXCEPT SIGNATURE



APPLICATION FOR EMPLOYMENT

APPLICANTS MAY BE TESTED FOR ILLEGAL DRUGS

PLEASE COMPLETE PAGES 1-4. DATE _____

Name _____

Last
First
Middle
Maiden

Present address _____

Number
Street
City
State
Zip

How long _____ Social Security No. _____ - _____ - _____

Telephone (____) _____

If under 18, please list age _____

Position applied for (1) _____ Days/hours available to work
 and salary desired (2) _____
 (Be specific)

No Pref _____ Thur _____
 Mon _____ Fri _____
 Tue _____ Sat _____
 Wed _____ Sun _____

How many hours can you work weekly? _____ Can you work nights? _____

Employment desired FULL-TIME ONLY PART-TIME ONLY FULL- OR PART-TIME

When available for work? _____

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete mailing address)	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School				
College				
Bus. or Trade School				
Professional School				

HAVE YOU EVER BEEN CONVICTED OF A CRIME? No Yes

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation. _____

PLEASE PRINT ALL
INFORMATION REQUESTED
EXCEPT SIGNATURE

APPLICATION FOR EMPLOYMENT

DO YOU HAVE A DRIVER'S LICENSE? Yes No

What is your means of transportation to work? _____

Driver's license number _____ State of issue _____ Operator Commercial (CDL) Chauffeur
Expiration date _____

Have you had any accidents during the past three years? How many? _____

Have you had any moving violations during the past three years? How Many? _____

OFFICE ONLY

Typing Yes No _____ WPM 10-key Yes No Word Processing Yes No _____ WPM

Personal Computer Yes No PC Mac Other Skills _____

Please list two references other than relatives or previous employers.

Name _____ Name _____

Position _____ Position _____

Company _____ Company _____

Address _____ Address _____

Telephone () _____ Telephone () _____

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.

PLEASE PRINT ALL
INFORMATION REQUESTED
EXCEPT SIGNATURE

APPLICATION FOR EMPLOYMENT

MILITARY

HAVE YOU EVER BEEN IN THE ARMED FORCES? __ Yes __ No

ARE YOU NOW A MEMBER OF THE NATIONAL GUARD? __ Yes __ No

Specialty _____ Date Entered _____ Discharge Date _____

Work Experience Please list your work experience for the **past five years** beginning with your most recent job held.
If you were self-employed, give firm name. **Attach additional sheets if necessary.**

Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates	Pay or salary
		From	Start
		To	Final
Your last job title			

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates	Pay or salary
		From	Start
		To	Final
Your Last Job Title			

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

**PLEASE PRINT ALL
INFORMATION REQUESTED
EXCEPT SIGNATURE**

APPLICATION FOR EMPLOYMENT

Work experience Please list your work experience for the **past five years** beginning with your most recent job held. If you were self-employed, give firm name. **Attach additional sheets if necessary.**

Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates From To	Pay or salary Start Final
Your last job title			

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates From To	Pay or salary Start Final
Your last job title			

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

May we contact your present employer? Yes No

Did you complete this application yourself Yes No

If not, who did? _____

Job Résumé

Getting a job is sometimes harder than showing up at the right time and filling out an application.

Jobs that pay more money and give you benefits, usually want you to send in a résumé. Often even regular jobs ask for one.

Ré-su-mé (Ré-su-may)

A résumé is like an application without the questions. It is an ad about you!

It is the first thing the company sees about you. If it isn't any good, it could be the last thing.

Definitions

Benefits	insurance, sick leave, paid vacations, retirement
Résumé	a sheet listing work history, education and training

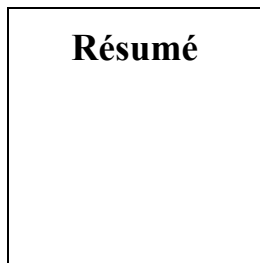
Remember:

When you apply in person, they can see your face.



You need to look your best!

When they get your résumé, all they see is a piece of paper.



It needs to look its best!

You have a chance to make yourself look good.



Or you can miss the chance of getting a good job.



When you write a résumé, think about these things.

- What did I do on my jobs before?
- What do I do well?
- How can I say this in a way that sounds good on a résumé?
- Use “action” words. Here is a list of words often used in résumés.

Achieved	Completed	Improved	Provided
Acted	Conducted	Increased	Repaired
Arranged	Contributed	Led	Saved
Assembled	Created	Operated	Solved
Built	Directed	Planned	Taught
Collected	Established	Prepared	Trained
Collected	Guided	Produced	Worked

- Can I type my résumé or have someone type it for me?
- Did I make sure no words were spelled wrong?
- Is my résumé clean, not bent or folded?

Use the items from your personal data sheets on page 5 and the last pages in this lesson to help with your résumé.

Education Worksheet

Note: If you attended more than one elementary or high school, list the last one.

Name of Elementary School _____
 Address _____
 Street _____ City _____ State _____ Zip _____
 Number of Years Attended _____ Did You Graduate? _____

Name of High School _____
 Address _____
 Street _____ City _____ State _____ Zip _____
 Number of Years Attended _____ Did You Graduate? _____

Other Schools Attended
 Examples: Vo-Tech
 Trade
 Business
 Correspondence
 College

Name of School _____
 Address _____
 Street _____ City _____ State _____ Zip _____
 Number of Years Attended _____ Did You Graduate? _____

Name of School _____
 Address _____
 Street _____ City _____ State _____ Zip _____
 Number of Years Attended _____ Did You Graduate? _____

Work History Worksheet

Starting with your present or most recent job, list your work experiences.

1. Employer _____
 Address _____
 Street _____ City _____ State _____ Zip _____
 Phone () _____ Dates (From) _____ (To) _____
 Salary _____ Duties of the Job _____
 Reason for Leaving _____

2. Employer _____
 Address _____
 Street _____ City _____ State _____ Zip _____
 Phone () _____ Dates (From) _____ (To) _____
 Salary _____ Duties of the Job _____
 Reason for Leaving _____

3. Employer _____
 Address _____
 Street _____ City _____ State _____ Zip _____
 Phone () _____ Dates (From) _____ (To) _____
 Salary _____ Duties of the Job _____
 Reason for Leaving _____

Job References Worksheet

List below persons who will give information about you and your ability to do a job.

1. Full Name _____ Title _____
 Address _____
 Street _____ City _____ State _____ Zip _____
 Phone () _____ Work Phone () _____

2. Full Name _____ Title _____
 Address _____
 Street _____ City _____ State _____ Zip _____
 Phone () _____ Work Phone () _____

3. Full Name _____ Title _____
 Address _____
 Street _____ City _____ State _____ Zip _____
 Phone () _____ Work Phone () _____

4. Full Name _____ Title _____
 Address _____
 Street _____ City _____ State _____ Zip _____
 Phone () _____ Work Phone () _____

5. Full Name _____ Title _____
 Address _____
 Street _____ City _____ State _____ Zip _____
 Phone () _____ Work Phone () _____

6. Full Name _____ Title _____
 Address _____
 Street _____ City _____ State _____ Zip _____
 Phone () _____ Work Phone () _____

Sample Résumé

George Bennett
111 La La Street
Anytown, USA 11111
222-333-4444

Education:

2004-2006	Next Step Vo-Tech	Welding
2001-2004	Anytown Public School	Diploma

Experience:

2006-Present	Good Weld, Inc., Cincinnati, OH Welder/Trainer Train and supervise all apprentice welders. Maintain good customer relations, accept customer orders, and manage production.
2004-2006	Do-Stop Convenience Store, City, TX Assistant Manager Recorded orders and purchased merchandise. Hired and fired staff. Revised store procedures. Built strong customer base by offering good service in a friendly environment.

References:

Furnished on request.

Résumé Blank Form

Your Name
Address
City, State Zip
Telephone Number

Education:

Enter Dates for Each Enter Schools Attended

Experience:

Enter Dates for Each Enter Name and Address for each Employer
Job Title for Each
Describe Job

References:

Furnished on request.

A letter of application goes with your résumé.

Sample Letter

Your name
Address
City, State Zip

Current Date

(Person's name if possible - could put you ahead of others)
Company's name
Address
City, State Zip

This letter is in response to your ad of Sunday, November 6, in the *State Newspaper*. I feel I have many of the qualifications you are seeking. I am enclosing my résumé listing my work history.

I would like to meet with you to discuss the job and how we could work together.

Sincerely,

Your name

Definition

Qualifications the things needed
 for doing the job

Job References
Worksheet

List below persons who will give information about you and your ability to do a job.

1. Full Name _____ Title _____

Address _____
Street City State Zip

Phone () _____ Work Phone () _____

2. Full Name _____ Title _____

Address _____
Street City State Zip

Phone () _____ Work Phone () _____

3. Full Name _____ Title _____

Address _____
Street City State Zip

Phone () _____ Work Phone () _____

4. Full Name _____ Title _____

Address _____
Street City State Zip

Phone () _____ Work Phone () _____

5. Full Name _____ Title _____

Address _____
Street City State Zip

Phone () _____ Work Phone () _____

6. Full Name _____ Title _____

Address _____
Street City State Zip

Phone () _____ Work Phone () _____

Work History
Worksheet

Starting with your present or most recent job, list your work experiences.

1. Employer _____
Address _____
Street City State Zip
Phone () _____ Dates (From) _____ (To) _____
Salary _____ Duties of the Job _____

Reason for Leaving _____

2. Employer _____
Address _____
Street City State Zip
Phone () _____ Dates (From) _____ (To) _____
Salary _____ Duties of the Job _____

Reason for Leaving _____

3. Employer _____
Address _____
Street City State Zip
Phone () _____ Dates (From) _____ (To) _____
Salary _____ Duties of the Job _____

Reason for Leaving _____

(continued)

4. Employer _____
Address _____
Street City State Zip
Phone () _____ Dates (From) _____ (To) _____
Salary _____ Duties of the Job _____

Reason for Leaving _____

5. Employer _____
Address _____
Street City State Zip
Phone () _____ Dates (From) _____ (To) _____
Salary _____ Duties of the Job _____

Reason for Leaving _____

6. Employer _____
Address _____
Street City State Zip
Phone () _____ Dates (From) _____ (To) _____
Salary _____ Duties of the Job _____

Reason for Leaving _____

7. Employer _____
Address _____
Street City State Zip
Phone () _____ Dates (From) _____ (To) _____
Salary _____ Duties of the Job _____

Reason for Leaving _____

Education
Worksheet

Note: If you attended more than one elementary or high school, list the last one.

Name of Elementary School _____

Address _____
Street City State Zip

Number of Years Attended _____ Did You Graduate? _____

Name of High School _____

Address _____
Street City State Zip

Number of Years Attended _____ Did You Graduate? _____

Other Schools Attended
Examples: Vo-Tech
Trade
Business
Correspondence
College

Name of School _____

Address _____
Street City State Zip

Number of Years Attended _____ Did You Graduate? _____

Name of School _____

Address _____
Street City State Zip

Number of Years Attended _____ Did You Graduate? _____