



A Guide to Teaching
How to Correctly Fill Out
a Job Application



south carolina
STATE LIBRARY

How to Correctly Fill Out a Job Application

OBJECTIVE: Upon successful completion, patrons will be able to create a completed job application representing their skills, experience, and educational background.

NECESSARY SUPPLIES:

- Copies of: *Sample Incorrect Job Application (Marie Smith application)*
- *Copies of a blank application*
- *Copies of How to fill out a Job Application.*
- *The Employability Skills Needed Today*
- *If time allows search the internet and study, fill out or complete an online application. On the WorkSC.org site under the Learn at your library section, patrons can practice filling out a mock job application under the section “Documents to assist patrons”. Click the online practice application link.*

TIME REQUIRED:

3 hours. This can be shortened if the blank practice job application is omitted.

LESSON PROCEDURE: Provide the class with the sheet *The Employability Skills Needed Today*. Discuss with the class each of the topics. Ask patrons to provide examples of some of the skills that are needed. Hand out *How to fill out a Job Application* and the *Sample Application for Marie Smith* to the class. Review with the class each of the points of how to fill out a job application. Provide the class with the *Sample application by Marie Smith*.

1. Allow the class 10-15 minutes to review the entire application. Ask the class questions about what is wrong with this application, making sure that all of the important points are highlighted. (An answer sheet is provided)
 - a. *Handwriting is messy, did not follow directions, misspellings, incomplete information, did not discuss job related skills for the position, and provided negative information.*
2. At this point, patrons should be able to start understanding what a job application requires when it is completed.
3. Point out to the class that they have developed many skills from coursework, extracurricular activities and their total life experiences that can be applicable when completing an application.
4. If needed hand out blank applications for those who wish to practice. There are two different versions for you to choose from that are within this lesson. Allow 30-45 minutes for completion. The blank application is also helpful to take with them to a real job application event to transfer information (dates, times, skills, contacts)
5. Discuss questions that must be answered truthfully- arrests, convictions, suspensions, investigations, and firings. Remind patrons that it is also good to read the fine print on the following items: credit checks, background checks, employment checks, courts records, etc.

ASSIGNMENT: Patrons will create a draft copy of a job application aimed at a career of interest.

SUGGESTED FOLLOW-UP: Patrons could conduct a peer review of their draft job applications. The instructor may also review patron applications as needed.

How to Fill Out a Job Application

Getting the application: When you pick up or drop off an application, be prepared for an interview. Also, dress appropriately because even though you may not get an interview that day, the secretary or person who takes the application may be asked by the interviewer what they thought of you.

Read the application carefully: Read the entire form carefully. Know what is being asked before filling out the form. Employers may use the application form to judge how well you follow instructions and how careful you may be as an employee.

Fill in the blanks: Answer all questions. Fill in the blanks completely, accurately, and truthfully. When something doesn't apply to you, write **N/A** for non-applicable. Check your answers for correct spelling, grammar, punctuation, completeness, and accuracy.

Ink/Type: Use blue or black ink or type the application. Print clearly.

Position: Avoid the word "anything." Put a specific job down to show you're not desperate and that you have a goal in mind.

Salary expected: Employers may use this question to screen out applicants. It is best to give a salary range or to respond with "negotiable." Use one of these responses even if you know the wage. This leaves you room to negotiate a higher wage.

Personal information: If you don't have a phone, give a number where messages can be left for you.

Education and training: List academic, vocational, and professional education and schools attended. Be prepared to attach copies of certificates or other documents. If you are planning to attend college, write "Plan to attend XYZ College" and when.

Work experience: Always list the most recent employer first. Give complete and accurate names, dates, addresses, phone numbers, job titles, dates of employment, etc. Use your resume as a guide. Make sure the information presented in the application agrees with the information in your resume. Explain gaps in your work history.

Special job-related skills: Use action verbs to list your special job-related skills, training, licenses, and accomplishments. List the types of equipment/tools that you can use.

Reason for leaving: Be careful when giving your reason for leaving a previous job. Even if your previous boss was a jerk, you should never be negative. Acceptable answers include: "school conflict," "conflicting hours," "better opportunities for advancement," "lack of work," "seasonal employment."

References: Most employers will call references, but they also may request a written evaluation by mail. Many employers can only tell dates worked and if they would re-hire you. Therefore, you may want to use teachers, counselors, principals, coaches, ministers, etc. as references. (Do not use relatives.)

Last details: Sign (Don't print) your name and include the current date. Check carefully that you have completed the application. Once you fill out an application, it is a binding document; any misinformation could be grounds for termination. If you are asked when you can begin work, be sure to allow enough time to give at least two weeks' notice to your current employer.

A PRACTICE APPLICATION FOR EMPLOYMENT #1

INSTRUCTIONS: Type or print clearly in black or blue ink. Answer all questions completely.

Name: _____
Last First Middle

Social Security # _____

Phone # _____

Address: _____
Number and Street

City, State and Zip Code

Position Desired: _____

Full-time _____ **Part-time** _____

Expected Wage: _____

Have you ever been employed here before? _____ **If so, when?** _____

Do you have any friends/relatives who work for us? _____ **If so, name?** _____

Have you been convicted of a felony? _____ **If so, please explain.**

EMPLOYMENT HISTORY: (Start with Present or Last Position)

Employer: _____ **From:** _____ **To:** _____

Address: _____
Number and Street City State and Zip Code

Job Title: _____ **Wages:** _____
Beginning Last

Duties Performed:

Supervisor: _____ **Title:** _____ **Phone #** _____

Reason for Leaving:

Employer: _____ **From:** _____ **To:** _____

Address: _____
Number and Street City State and Zip Code

Job Title: _____ Wages: _____
Beginning Last

Duties Performed:

Supervisor: _____ Title: _____ Phone # _____

Reason for Leaving:

Employer: _____ **From:** _____ **To:** _____

Address: _____
Number and Street City State and Zip Code

Job Title: _____ Wages: _____
Beginning Last

Duties Performed:

Supervisor: _____ Title: _____ Phone # _____

Reason for Leaving:

Employer: _____ **From:** _____ **To:** _____

Address: _____
Number and Street City State and Zip Code

Job Title: _____ Wages: _____
Beginning Last

Duties Performed:

Supervisor: _____ Title: _____ Phone # _____

Reason for Leaving:

EDUCATION: _____

High School: _____

Name of School

City, State and Zip Code

Type of Diploma: _____ Date of Graduation: _____

Technical School: _____

Name of School

City, State and Zip Code

Program or Major: _____ Dates: _____ Degree: _____

College: _____

Name of School

City, State and Zip Code

Program or Major: _____ Dates: _____ Degree: _____

REFERENCES: (Exclude Relatives and Friends) _____

Name: _____ **Occupation:** _____

Address: _____ **Phone #** _____

Name: _____ **Occupation:** _____

Address: _____ **Phone #** _____

Name: _____ **Occupation:** _____

Address: _____ **Phone #** _____

PLEASE READ AND SIGN BELOW: I certify that the information contained in this application is true and complete to the best of my knowledge. I understand that any false information could result in immediate termination. I have read and understand this agreement.

Signature of the Applicant

Date signed

PRACTICE APPLICATION FOR EMPLOYMENT #2

PERSONAL INFORMATION

DATE OF APPLICATION: _____

Name: _____

Last

First

Middle

Address: _____

Street

(Apt)

City, State

Zip

Alternate Address: _____

Street

City, State

Zip

Contact Information: () () _____

Home Telephone

Mobile

Email

How did you learn about our company?

_____**POSITION SOUGHT:** _____**Available Start Date:** _____**Desired Pay Range:** _____

By Hour or Salary

Are you currently employed? _____

EDUCATION

	Name and Location	Graduate? – Degree?	Major / Subjects of Study
High School			
College or University			
Specialized Training, Trade School, etc...			
Other Education			

Please list your areas of highest proficiency, special skills or other items that may contribute to your abilities in performing the above mentioned position.

PREVIOUS EXPERIENCE

Please list beginning from most recent

Dates Employed	Company Name	Location	Role/Title

Job notes, tasks performed and reason for leaving:

Dates Employed	Company Name	Location	Role/Title

Job notes, tasks performed and reason for leaving:

Dates Employed	Company Name	Location	Role/Title

Job notes, tasks performed and reason for leaving:

Dates Employed	Company Name	Location	Role/Title

Job notes, tasks performed and reason for leaving:

REFERENCES: (Exclude Relatives and Friends)

Name: _____ **Occupation:** _____

Address: _____

Phone # (_____) _____ or Email: _____

Relationship to you: _____

Name: _____ **Occupation:** _____

Address: _____

Phone # (_____) _____ or Email: _____

Relationship to you: _____

Name: _____ **Occupation:** _____

Address: _____

Phone # (_____) _____ or Email: _____

Relationship to you: _____

PLEASE READ AND SIGN BELOW: I certify that the information contained in this application is true and complete to the best of my knowledge. I understand that any false information could result in immediate termination. I have read and understand this agreement. We also reserve the right to conduct the following: credit, background, DMV, drug screen and/or medical screening.

Signature of the Applicant

Date signed

Answers for Practice Application for Employment “Marie Smith”

1. Did not place SSN on application.
2. L’Ville should not be used. City should be completely spelled out.
3. Area code is incorrectly provided.
4. Position desired should not be “anything”. State the type of job that is being advertised.
5. Expected wage is suitable, but try to sell yourself. Give a range of numbers. Expected Wage: \$9-\$11/hr.
6. If you were employed at the same establishment before, state when you were employed by the company.
7. If you have relatives working for the company, state the first and last name, not just “Joe”.

Employment History

Employer #1

1. Dates of 3/04 to 6/04 will show that employment was only for 3 months. This is considered a red flag. Be prepared to explain why this is a short period of employment.
2. Zip code not listed.
3. Job title is not correctly listed. “Front counter” is not a job title but an area where you work.
4. Ending wage not listed.
5. Only one duty is listed. There are probably more job duties that were required on this job, but they were left off the application.
6. Supervisor’s full name is not listed.
7. Title of Supervisor should not be listed as “Super”.
8. Area code is incorrectly provided.
9. Reason for leaving: This is another red flag that will show an employer that you may not be a good fit with the new organization. Calling your past employer a “jerk” will not be helpful. Even when a reason for leaving a job is difficult, try to express this in the best possible way.

Employer#2

10. Dates for employment are only 8 months. This is another potential red flag for an employer to not consider you for employment.
11. Gap of 7 months between employment #1 and employment #2.
12. State not listed on employer #2
13. Job title of “carry out” is not correct, this is a job duty.
14. Job duty is poorly written, and could be presented better.
15. Supervisor’s full name is not listed.
16. Red flag on title for supervisor. A question would be asked about the waiter being the supervisor. Supervisors usually have a more descriptive job title.
17. Phone number not listed, and ‘don’t know’ is an inappropriate answer.
18. Reason for leaving is a red flag to employers. This shows that you may not like dealing with people, or providing customer service.

Employer #3

19. Based on the directions in the employment section, it stated that you should start with your last position or present employer. The job at Burger King should have been listed first, followed by Wendy's and then Sonic. This misstep shows that the person has filled out the job application incorrectly and did not follow directions.
20. Address is lacking in description.
21. Job title is done incorrectly. "Drive-thru" is a job duty not a title.
22. Wage not properly filled out.
23. Duties performed are average, but this could be written better.
24. Supervisor's full name is not listed
25. Phone number area code not completed properly.

Education

26. Address for Central Gwinnett is not properly filled out with city, state, and zip code
27. Gwinnett may also be spelled incorrectly. It is normally spelled Gwinnett.
28. Type of Diploma is not accurate for a High School.
29. Date of graduation is not completely listed with a year.
30. The technical school name is not properly completed. This should not just say "Maxwell".
31. Address for the technical school is not properly filled out with city, state, and zip code.
32. Program or Major for the technical school is incorrectly named. Fixing hair is usually considered to be Cosmetology.
33. The degree would not be technical; if it is Cosmetology this could be an Associate's degree or a certificate.
34. When listing plan to attend college, be prepared for questions if you are interviewed, asking if you can handle going to school and working.
35. Cosmatology is spelled incorrectly. Should be Cosmetology
36. It is okay to list a start date, but know what type of degree you hope to obtain. Again a degree such as an Associate's degree or a technical certificate would be offered for Cosmetology.

References

37. The directions stated do not list relatives or friends. Larry Smith should not be used as a reference due to being listed as "brother".
38. Occupation, address and area code are not correct or completely filled out.
39. Address and area code for Mrs. Irene Muse are not properly filled out.
40. Reference for Louis is a red flag. This seems to be the same person who worked at the Sonic. This person could be a legitimate reference to use, but questions remain about this person being a supervisor. The address and the phone number are improperly completed.
41. The applicant should sign the application. This means that it should not be filled out by printing your name.
42. Once you sign an application, fill in the date that it was completed.

The Employability Skills Needed Today

Basic Skills:

Oral communications (Speaking, Listening)
Reading, especially understanding and following instructions
Basic arithmetic
Writing

Higher-Order thinking skills:

Problem-Solving
Learning new skills & strategies
Creative innovative thinking
Decision-Making

Affective Skills & Traits

Dependability	Responsibility
Positive attitude toward work	Punctuality
Conscientiousness	Efficiency
Interpersonal Skills	Cooperation
Working as a team member	Self-Confidence
Positive self Image	Adaptability
Flexibility	Enthusiasm
Motivation	Self-Discipline
Self-Management	Appropriate Dress
Grooming	Honesty
Integrity	
Ability to work without supervision	

Traits Today's Employers Are Looking for in Employees

Willingness to learn and knowing HOW to Learn

- Be a life-long student. There is always something new to learn.

Reading, Writing, and Computation Skills

- Statistics, procedures, maintaining charts/graphs/patients notes

Listening and Oral Communication Skills

- Being able to communicate at all levels within the organization

Adaptability

- Flexibility / problem solving / decision making

Personal Management

- Self-esteem / personal motivation / goal setting / career development

Group (team) effectiveness

- Effective collaboration with team members / must work well with others

Influence

- Everyone has a contribution to make, within the team as well as to the customer

