

Topic: How to Fill Out a Job Application – Paper and On-line

Objective:

When you complete these activities, your student should:

- Understand how to prepare and dress for the process of asking for applications
- Have prepared a Job Application fact sheet for use
- Be prepared to fill out a paper application
- Be prepared to fill out a computerized application or on-line application
- Understand the importance of following up after submitting an application

Resources Needed:

- Computer
- Internet Capabilities

Preparing a personalized Job Application Fact Sheet:

- In preparation to complete this sheet, refer to previously completed job history and skills used in earlier lesson for chronicling employment history
- Complete Job Application Fact Sheet below
- See Job Application Fact Sheet Below and complete together
- The completed Fact Sheet should be brought along and used whenever applying for employment. It is only a tool for the applicant to facilitate completing applications accurately and completely in a timely manner and should *not* be given to the employer

Requesting applications at potential job sites:

- It is important to understand, when going to potential worksites to apply for employment, this will be the first impression an employer will have of the applicant and it's critical to dress appropriately. Applicants should be prepared to dress in clean, neat clothing that is not revealing. See the following link for more guidance:
 - <http://work.chron.com/dress-turning-job-applications-3505.html>
- Make sure to bring all materials that you will need should you plan to fill out your application in person or at a computerized station. See Applying to Jobs – Checklist below.

Filling out a job application – paper, computerized or online

Paper Application

- Some application forms may have unfamiliar vocabulary. Introduce and review such vocabulary by completing the Job Application Vocabulary worksheet that follows
- Reading ALL of the directions is a critical first step to filling out any type of job application, be sure to stress this with your student and even peruse a few applications to become more comfortable with directions found on applications. See sample job applications on the following links:
 - <http://www.careerchoices.com/lounge/files/jobapplication.pdf>
 - http://www.quintcareers.com/employment_application.pdf
 - <http://www.jobs.state.ak.us/forms/genapp.pdf>
- Use your Job Application Fact Sheet to make sure all information is accurate and no details are left out
- Read infographic titled, “Top 10 Mistakes Job Applicants Make,” sourced from <http://recruiterbox.com/blog/top-10-mistakes-job-applicants-make/> to catch common errors
- Reread and reread your application, then ask someone to proofread your application for you if possible.

Online Application

- Just like with a paper application, it is important to be familiar with all of the vocabulary that may be found within. Please complete the Job Application Vocabulary Worksheet that follows if it has yet to be done.
- It is important to have a resume and cover letter created and saved on computer so that they can be attached electronically. Make sure this is done before beginning the online application process as some systems will time out if you take the time to create the files during the application process. **Remember that your cover letter should be tailored to the specific job being applied to.
- Be sure to have your Job Application Fact Sheet nearby for reference.
- Create an online registration for the company for which you are applying. You may need to create a free email address if you do not already have one. Be sure that your email address is appropriate. You do not want to use inappropriate email addresses – create a new one if you need to. Be sure to write down the registration information including user id and password so that you may refer back to the application if you need to.
- Make sure the site is secure before adding sensitive personal information such as social security number or green card number. Safe URLs begin with “https”.
- Read all of the directions completely before beginning.
- Do NOT use your computer’s standard back or backspace button. This could result in losing all of the information you’ve entered. Instead look for a previous page or back button *within* the form.
- Use the “Save as Draft” button if the process is taking longer than you anticipated and you need to return to it at a later time.
- Do not leave any fields blank
- Refer to “Top 10 Mistakes Job Applicants Make” infographic found below to check for common errors.
- Review each part of the application before hitting the “submit” button.

Computerized on site applications

- The process should be very similar to the paper and on-line processes. Each employer version will vary.
- Come prepared with your Fact Sheet and all other items mentioned in the Job Application checklist
- Read the directions very carefully before beginning.
- Reread the entire application, ensuring that nothing is left blank, checking for errors and misspellings.

Following up after submitting an application:

- Following up with someone in the HR department of a potential employer after submitting the application is very important.
- When following up, in person or over the phone, be sure to ask the following:
 - What is the time frame for filling this position?
 - Did you receive my application?
 - When should I follow up and with whom?

What to Take Along When Applying to Jobs – Checklist ✓

- Job Application Fact Sheet
- SS Card or Green Card
- Professional Licenses
- Resume
- Alien Work Permits
- Union card(s)
- Driver's License

Adapted from:

file:///C:/Users/maure_000/Google%20Drive/Pathways%20to%20Success/How%20to%20fill%20out%20job%20applications/ApplicationsTips.pdf

Application Form – Vocabulary

Match the expression on the left with the correct meaning on the right.

1. Position desired
2. Surname
3. Maiden Name
4. Bondable
5. Valid
6. Previous employer
7. Legally entitled to work
8. Duties
9. Skill
10. Qualifications
11. Salary
12. Wages
13. Graveyard shift
14. References
15. Applicant
16. Job title
17. Relocate
18. N/A

- A. Place you last worked
- B. Abilities, things you can do
- C. Not applicable, doesn't apply in this situation
- D. Money earned per hour
- E. Late night work period
- F. Last name or family name
- G. Money earned per month or year
- H. No criminal record; employer can get insurance on the employee
- I. Person applying for the job
- J. Effective, current, legal
- K. Woman's name before marriage
- L. Allowed by law to work
- M. Job wanted or applied for
- N. Skills, experience, education needed for a job
- O. Move to a different place
- P. Responsibilities, things employee must do at work
- Q. Name of the work position
- R. Names of people who can give positive opinions about applicant

Adapted from:

https://eslibrary.com/courses/75/lessons/1653/sample_pdf

KEY

Application Form – Vocabulary

Match the expression on the left with the correct meaning on the right.

<u>M</u>	1. Position desired	A. Place you last worked
<u>F</u>	2. Surname	B. Abilities, things you can do
<u>K</u>	3. Maiden Name	C. Not applicable, doesn't apply in this situation
<u>H</u>	4. Bondable	D. Money earned per hour
<u>J</u>	5. Valid	E. Late night work period
<u>A</u>	6. Previous employer	F. Last name or family name
<u>L</u>	7. Legally entitled to work	G. Money earned per month or year
<u>P</u>	8. Duties	H. No criminal record; employer can get insurance on the employee
<u>B</u>	9. Skill	I. Person applying for the job
<u>N</u>	10. Qualifications	J. Effective, current, legal
<u>G</u>	11. Salary	K. Woman's name before marriage
<u>D</u>	12. Wages	L. Allowed by law to work
<u>E</u>	13. Graveyard shift	M. Job wanted or applied for
<u>R</u>	14. References	N. Skills, experience, education needed for a job
<u>I</u>	15. Applicant	O. Move to a different place
<u>Q</u>	16. Job title	P. Responsibilities, things employee must do at work
<u>O</u>	17. Relocate	Q. Name of the work position
<u>C</u>	18. N/A	R. Names of people who can give positive opinions about applicant

CLASSIFIEDS

TOP 10 MISTAKES JOB APPLICANTS MAKE

1 NOT FOLLOWING INSTRUCTIONS

Follow instructions. Failing to do so will get your application thrown away because it shows the hiring manager that you lack attention to detail.

2 LEAVING A FIELD BLANK

Hours are spent creating and revising application forms. Leaving fields blank shows a lack of attention to detail.

3 TURNING IN THE APPLICATION LATE

There is no legitimate excuse for turning in an application late. Even if you discover the job posting two hours before it closes, you must get the application turned in on time.



4 SPELLING/GRAMMATICAL ERRORS

Spelling and grammatical errors look unprofessional on job applications.

5 NOT EXPLAINING EMPLOYMENT GAPS

Gaps in employment are not always a bad thing, but if left unexplained, hiring managers will assume the worst.



6 Include All Attachments

If you omit required materials, the hiring manager is missing information to compare you with other applicants.



7 LEAVING THE READER CONFUSED

Be as brief as possible while giving a thorough explanation of your work history and why you would be good for the job.

8 Failing to Tailor Application Materials

The best way to show that you are right for the job is to tailor your qualifications to the knowledge, skills and abilities listed in the job posting.



9 APPLYING IF YOU ARE OBVIOUSLY OVERQUALIFIED

Hiring managers want new hires that are a good fit for the position and will stay for a reasonable amount of time.

10 Applying If You Are Obviously Unqualified

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It wastes your time and the employer's time.

COMMON MISTAKES

- Candidate has an inappropriate, non-professional-sounding email address
- Resumes that copy/paste text from the job ad
- Resumes printed on decorative paper
- Resumes that are too long or too short

Job Application Fact Sheet

Employment

1	Company Name	Telephone ()
	Address	Employed (State Month and Year) From To
	Name of Supervisor	Pay Specify (per mo., hr., yr.)
	State Job Title and Describe Your Work	Reason for Leaving

2	Company Name	Telephone ()
	Address	Employed (State Month and Year) From To
	Name of Supervisor	Pay Specify (per mo., hr., yr.)
	State Job Title and Describe Your Work	Reason for Leaving

3	Company Name	Telephone ()
	Address	Employed (State Month and Year) From To
	Name of Supervisor	Pay Specify (per mo., hr., yr.)
	State Job Title and Describe Your Work	Reason for Leaving

4	Company Name	Telephone ()
	Address	Employed (State Month and Year) From To
	Name of Supervisor	Pay Specify (per mo., hr., yr.)
	State Job Title and Describe Your Work	Reason for Leaving

Job Application Fact Sheet

Volunteer Work

1	Organization Name	Telephone ()
	Address	Volunteered (State mo. & yr.) From To
	Name of Coordinator	
	State Volunteer Position and Describe Your Work	

2	Organization Name	Telephone ()
	Address	Volunteered (State mo. & yr.) From To
	Name of Coordinator	
	State Volunteer Position and Describe Your Work	

3	Organization Name	Telephone ()
	Address	Volunteered (State mo. & yr.) From To
	Name of Coordinator	
	State Volunteer Position and Describe Your Work	

4	Organization Name	Telephone ()
	Address	Volunteered (State mo. & yr.) From To
	Name of Coordinator	
	State Volunteer Position and Describe Your Work	

Job Application Fact Sheet

Personal Information

EDUCATION	School	Name and Location of School	Course of Study	Years completed	Did you graduate?	Degree or Diploma
	High School				<input type="checkbox"/> Yes <input type="checkbox"/> No	
	College				<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Other				<input type="checkbox"/> Yes <input type="checkbox"/> No	

Other

Certifications	When Acquired mm/yyyy	Location	Valid	
			From	To
Training				
Union Membership				

Job Application Fact Sheet

References - Professional

1	Name	Telephone ()
	Position	Describe person's role with you
	Business	
	Address	
	City, State, Zip	

2	Name	Telephone ()
	Position	Describe person's role with you
	Business	
	Address	
	City, State, Zip	

3	Name	Telephone ()
	Position	Describe person's role with you
	Business	
	Address	
	City, State, Zip	