
Applications on Paper



Why do employers make you fill out an application?

1. They want to know if you can follow instructions. An employer thinks that a person who follows instructions on an application will follow instructions on the job.
2. They want to know about your education, work history, and accomplishments to determine if you are a reliable person whom they can count on to stick with the job. To determine if a person is reliable, employers will see if you have completed your education, not moved often, held a part-time job for at least six months, or belonged to a club or volunteer organization for a year or so.
3. They want to know how well you will do the job (thoroughness). An employer can tell that a person is thorough when he or she gives accurate and complete information, and fills out every line of the application form.

What will I need to fill out an application?

1. Two blue- or black-ink pens so that you have an extra in case one runs out of ink. NEVER ask an employer for a pen to fill out an application!
2. Your resume, social security card, and driver's license (if you have a driver's license).
3. Your "Job Hunt Worksheet" so that you have the following information to complete the application:
 - a) Schools you have attended with their addresses and dates of attendance.
 - b) Jobs (paid and volunteer work) you have held along with the addresses of the companies, supervisors' names, and dates of employment.
 - c) Names of personal references along with their addresses and phone numbers.
4. Photocopies of any diplomas, awards, or certificates you have earned such as a high school diploma, work training class certificate, typing speed certificate, attendance award, recommendation letters.
5. Staple the application, resume, and photocopies together.

What should I do if there are parts of the application that I cannot answer or feel uncomfortable answering?

If the application asks a question that does not apply to you, such as dates of military service, write the letters "N.A." on the line to indicate that the questions is *not applicable* to you. Or, you may neatly draw a short line in the space to indicate that you read the question, and that it does not apply to you.

If the application asks about your health, you should answer good or excellent even if you have just had a cold or the flu. If you have a health condition, ask yourself the following questions, "Will my health condition prevent me from doing a good job?" If the answer is no, the answer to the questions about your health should be good or excellent. If you feel your health condition may prevent you from doing a good job, talk with your doctor, school counselor, or teacher to determine if this is a job you should have. If it is, you may write "Will discuss in interview" on the application. During your interview with the employer, discuss your health condition in a positive way describing what you can do and why you would be an excellent employee.



What should I say if I was fired from my last job?

Try to avoid writing “fired” on a job application. Is there a more positive reason you could give for why you left the job? Did you want a job with more responsibility and opportunity for advancement? Did you want a job with more hours and better pay? Did you want to spend more time on homework and school activities? Did you want a job that would better provide experience for your career plans? If your ex-employer will say harmful things about you, consider giving the name of another responsible person at your old job who liked you or is not hostile. If you feel uncomfortable about these suggestions, you may write “Terminated. Will discuss in interview” on the application. During the interview, **do not criticize (talk bad about) your former employer**; rather, tell how the experience will help you be a wiser and better worker.

What if I have a criminal record and the application asks about it?

Applications usually ask if you have ever been convicted of a crime. If you have been arrested, but not convicted, the answer is no. If you have been convicted of a crime, write “Will discuss in interview” on the application. Be prepared to discuss the conviction in the most positive way telling how the punishment made you a new person who is wiser, more careful, and more determined to be a good worker and provider for his or her family. In a humble way, tell the employer that you feel you have paid your debt to society, want to be an outstanding worker, and will do everything you can to help the company succeed.

Should I lie on an application?

If you are found to have lied on an application, the employer has the legal right to fire you even if you have worked for some time and been a good employee. Do not lie on an application; rather, present the truth in the most positive way possible.



QUICK CHECK:

1. Why is it important to follow instructions on an application?
2. List 4 ways an employer can tell if you are reliable by reading your application.
3. When filling out the application, how do you show the employer that you are a thorough worker?
4. List 5 items you should bring with you when you go to fill out an application.
5. When may you ask an employer for a pen to fill out an application?
6. Instead of the original documents, what should you staple to the application/resume?
7. If a question does not apply to you, what 2 things may you write to indicate that you read the question but it does not apply to you?
8. What words should you use to describe your health?
9. If you have a health condition that may prevent you from doing a good job, which 3 persons should you talk to before completing the application?
10. Give 2 examples of positive reasons for leaving a job.
11. If your ex-employer will say harmful things about you if contacted, what should you do?
12. After you write, “Terminated. Will discuss in interview,” what should you **not do** and what should you **say** during the interview?
13. a) If you have been convicted of a crime, what should you write on the application? b) What should you say during the interview?
14. What may happen if you lie on an application?
15. Pretend that you are a grocery store employer. In a 50-word essay, explain what things you would use to evaluate an application turned into you from a job applicant.
16. **Carefully and accurately, fill out the Home Store application. When you apply for jobs, bring the Home Store application with you to help fill out paper or computer applications.**