

Applications on Paper

Why do employers make you fill out an application?

1. Employers want to know if you will follow instructions on the job. An employer knows that — **A person who follows instructions on an application will follow instructions on the job.**
2. Employers want to know if you are a reliable person whom can be counted on to stick with the job. To find out if you are a reliable person, employers read about your: a) education, if you are in school or graduated; b) held a job for at least six months; c) participated in a club or sports team; d) earned a job-training certificate; e) did volunteer work.
3. Employers want to know if you are an accurate person. An employer can tell that you are an accurate person when the information on application is accurate and complete — with every line of the application filled out.

KNOW THE RULES!



What will I need to fill out an application?

1. **Two pens** (blue- or black-ink) so that you have 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** (or other form of identification).
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) Your past or current paid job, unpaid job, or volunteer work job title along with name of company, address of the company, supervisor's name, and begin/end dates of employment.
 - c) Names of 3 adult personal references along with their phone numbers and addresses.
4. Make copies of your documents such as: high school diploma, job training certificates, keyboarding speed certificate, attendance award, recommendation letters, and any others you earned. NEVER give an employer your original documents. Always make copies of documents you give to the employer.
5. Staple application, resume, and copies of your documents together.

What should I do if I cannot answer a question 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 "NA" on the line** to indicate that the questions is *not applicable* (*does not apply*) to you. Or, you may **neatly draw a short dash (horizontal line) in the space** to show 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 think your health condition may prevent you from doing a good job, talk with your doctor, school counselor, or teacher to find out if this is a job for you. 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 can give for why you left the job? Do you want a job with more responsibility? Do you want a job with opportunity for advancement? Do you want a job with more hours? Did you want to spend more time on homework? Did you need more time for a sports season? Do you want a job that would better fit your career plans? If your former employer will say harmful things about you, give 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, **say how the experience will help you become a better worker.**

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

Applications ask if you have 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 a positive way telling how the punishment made you a new person who is wiser, more careful, and more determined to be a good worker. In a humble way, tell the employer that 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 are a good employee. Do not lie on an application; rather, present the truth in the most positive way possible.

QUICK CHECK:

1. What does an employer know?
2. To find out if you are a reliable person, list 5 things employers read.
3. How can an employer tell that you are an accurate person?
4. List 5 things 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. What do you NEVER give to the employer?
7. List 2 things that you may write in the space to show that the question does not apply to you?
8. What words do you use to describe your health?
9. List 3 persons you may talk to find out if this is a job for you.
10. Give 3 examples of positive reasons for why you left a job.
11. If your former employer will say harmful things about you, what should you give?
12. After you write, “Terminated. Will discuss in interview” — a) What do you **not do**? b) What do you **say** during the interview?
13. a) If you have been convicted of a crime, what do you write on the application? b) What should you say during the interview?
14. If you lie on an application, what does the employer have the legal right to do to you?
15. Pretend that you are a grocery store employer and Jason gives you a job application to apply for a job opening. Make a list of 7 things that you will look for on Jason's application to find out if Jason is a good worker that you will hire.
16. If Jason was convicted of a DUI (driving under influence), would you hire Jason for a delivery driver job? b) Give a reason for your answer.
17. **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.**