



Oklahoma Cooperative Extension Service
Oklahoma State University

Pathways to Success

A Basic Living Skills Curriculum

The Job Application

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Leader Materials

The Job Application

Objective: To help the learner complete a job application form, set up a simple résumé, and a letter of application.

Materials Needed: Learner's guide, learner job application folder with worksheets, black ink pens, note pad, a thesaurus and a dictionary.

Introduction: Ask learner if he or she has ever filled out a job application form. List or discuss common problems when filling out an application form.

Examples: Too many questions
Not enough space
Difficult to understand
Questions do not apply
Sensitive questions

To Say

To Do

Job applications can be difficult to fill out and are never fun to do, but may become easier by us spending some time learning about job application forms.

Look at sample application. Have learner assemble a job application folder.



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.



To Say

We are going to practice filling out a sample application form. When you look for a job, there is some information you will need to take with you.

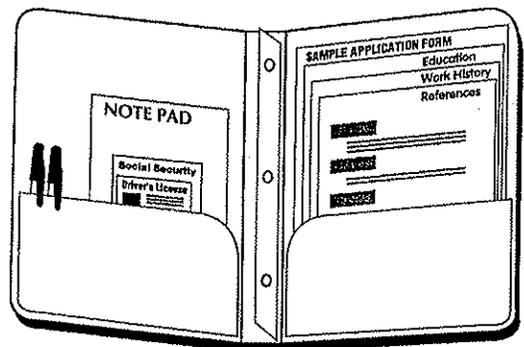
To Do

Read page 1 and 2 in learner lesson. Help learner fill out the job references, work history and education worksheets. Be sensitive to learner's reading and writing skills

Note: GED's should be listed in the high school education space.

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.

To Say

To Do

Now you will be ready to fill out a job application form. The tips listed on this page will help you.

Read and discuss job application tips on page 3.

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.

To Say

To Do

Sometimes an employer may ask you to fill out a Personal Data Sheet.

After looking at the sample Personal Data Sheet, have the learner complete a Personal Data Sheet, page 5.

Personal Data Sheet

NAME Mary Jo Seaborn
 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</u>	<u>Anytown, OK 1997</u>

WORK EXPERIENCE Date Employed	Name and Address of Employer	Work Performed
<u>1999 - Present</u>	<u>ABC Public School P.O. Box 500, Anytown, OK 70001</u>	<u>Custodian</u>
<u>1997 - 1999</u>	<u>Good Eating Cafe 121 Main Street, Anytown, OK 70002</u>	<u>Cook's Assistant</u>
<u>1995 - 1997</u>	<u>Mrs. Mrs. Walter Bevil 515 East Cotton, Anytown, OK 70002</u>	<u>Babysitting</u>

REFERENCES Name	Address	Telephone Number
<u>Bob Druman</u>	<u>Head Custodian, ABC HS, Box 500, Anytown, OK 70001</u>	<u>(405) 222-1000</u>
<u>Jeanie Brown</u>	<u>First Cook, Good Eating Cafe, Anytown, OK</u>	<u>(405) 333-1000</u>
<u>Cheryl Jones</u>	<u>Partner, Helping Church, 210 Main, Anytown, OK</u>	<u>(405) 222-2000</u>

Eds. (Revised 8/1/2000) (Version 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

To Say

To Do

Some of the directions on a form can be confusing. The sample instructions on page 6 will help you fill out an application.

Discuss with learner the various ways to fill out blanks on application forms on page 6.

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

FOLLOWING INSTRUCTIONS GIVEN ON AN APPLICATION FORM	
HOW TO DO IT:	
Check one	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
Circle your answer	1 2 <input checked="" type="radio"/> 4 5
Underline your response	temporary or <u>permanent</u>
Place an X in the blank	_____ 1 <input checked="" type="checkbox"/> 2 _____ 3
Write; do not print	<u>write</u>
Please print	<u>PRINT</u>
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 <input checked="" type="checkbox"/> Spanish _____	
Other _____	
If there is no line, or box, or circle, you may either circle or underline.	
EXPECTED WEEKLY WAGE: \$25 \$50 <input checked="" type="radio"/> \$75 \$100 or	
\$25 \$50 <u>\$75</u> \$100	

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

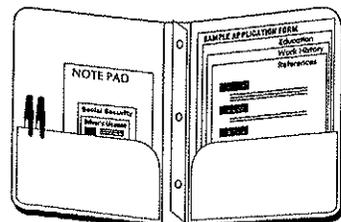
Read the application form on the next page.

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.



To Say

To Do

Let's look at an example of how someone else completed a job application form.

Refer learner to completed application form on page 8. Discuss answers to questions. Note these errors in the sample application.

1. Print more neatly.
2. No phone number listed.
3. Omitted date of birth.
4. Put N/A in foreign language.
5. Misspelled driver and maintenance.
6. "Open" should be written on salary desired line.
7. Name of town and state for schools attended is missing.
8. Under subjects studied should be "General."
9. Put N/A in college and trade school spaces, also in General area at bottom of application.
10. Addresses of employers and references are not complete.
11. Should fill in In Case of Emergency line.

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

PERSONAL INFORMATION

DATE 1/13/88

NAME PUBLIC John 8 SOCIAL SECURITY NUMBER 222-4444

PRESENT ADDRESS 1234 BIRD WALK WASHINGTON AVE. 10 ANYTOWN, OK STATE OK ZIP 77777

PERMANENT ADDRESS SAME 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, MAINTENANCE PRODUCTION DATE YOU CAN START NOW SALARY DESIRED _____

ARE YOU EMPLOYED NOW? NO IF SO MAY I BE INQUIRE OF YOUR PRESENT EMPLOYER?

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

EDUCATION	NAME AND LOCATION OF SCHOOL	NO. OF YEARS ATTENDED	DO YOU GRADUATE?	SUBJECTS STUDIED
GRAMMAR SCHOOL	<u>ANYTOWN, JR. HI</u>	<u>8</u>	<u>YES</u>	
HIGH SCHOOL	<u>SAME PLACE HIGH SCHOOL</u>	<u>4</u>	<u>N.O.</u>	
COLLEGE				
TRADE, CLERICAL OR COMMERCIAL 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 RESERVE _____
(CONTINUED ON OTHER SIDE)

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	\$4.50	DRIVER	STORE CLOSED
FROM 10-06 TO 10-07	TOM BROWN TAXI	\$5.75	BAGGER	LAY OFF
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	SEMPER PAR. H.S.	VO-TEACHER	1
³ Mr. Tom Brown	F.E.A. ANYTOWN	GRABBER	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 [Signature]

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 EMPLOYER GENERAL MANAGER

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

To Say

With these tips in mind and your completed worksheets, let's practice filling out an application form.

To Do

Review form with learner. Guide learner in completing job application. Inform learner that the words grammar, grade and elementary (referring to schools) may be used interchangeably on job application forms.

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
Suffix

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	To	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		Pay or salary
		From	To	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.

To Say

To Do

Job application forms can be hard to fill out. If you keep the papers completed today, they can help you when filling out application forms.

Ask learner if he or she has any questions. Discuss concerns.

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? _____

To Say

To Do

<p>Now that you have filled out an application, you can use all the information you have to put together a résumé.</p>	<p>Explain that résumés are used because there are so many applications for jobs. Review page 14 and 15.</p>
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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.



To Say

To Do

As you can see, it is very important to make your résumé look good.

Have learners read page 16. Using the right words makes a difference. Let them know how to use a dictionary or thesaurus to choose good words.

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?

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.

To Say

To Do

<p>You have a chance to make your application fit the job when you send a letter of application.</p>	<p>Read page 20. Explain that this is a sample letter. Other letters of application explain how they are suited for the job they are applying for. Have them write a sample letter on page 21.</p>
--	--

A letter of application goes with your résumé.

Sample Letter

<p>Your name Address City, State Zip</p> <p>Current Date</p> <p>(Person's name if possible - could put you ahead of others) Company's name Address City, State Zip</p> <p>This letter is in response to your ad of Sunday, November 6, in the <i>State Newspaper</i>. I feel I have many of the qualifications you are seeking. I am enclosing my résumé listing my work history.</p> <p>I would like to meet with you to discuss the job and how we could work together.</p> <p>Sincerely,</p> <p>Your name</p>
--

Definition

Qualifications	the things needed for doing the job
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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 () _____

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? _____

Extra Activities:

- Obtain application forms from local places of employment. Review with learner.
- Help learner develop a personal data sheet to include with job applications.
- Check résumé books out of the library for learners to use.
- Have an employee of local Workforce Oklahoma office explain how they help with résumé writing or provide information.

Lesson References:

The Career planning workshop. (1985). Jenkintown, PA: The EDN Corporation.

Goble, D.Y. (1992). *How to get a job and keep it*, Rev. ed., Austin, TX.

Survival skills for the real world, Oklahoma State Department of Education, Oklahoma City, Oklahoma, 1982.

Zedlitz, R. (1987). *Getting a job: Basic process kit*, Cincinnati, OH.