

**OZARKS TECHNICAL  
COMMUNITY COLLEGE**

Career Employment Services • ICW 219

Phone: (417) 447-6964 • FAX: (417) 447-6962

<http://www.otc.edu/students/offices/employment/index.php>

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**CAREER EMPLOYMENT  
SERVICES**

**EMPLOYMENT  
APPLICATIONS**

## ***The Purpose of an Application***

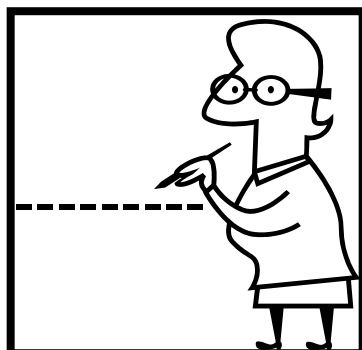
Most companies require a prospective employee to fill out an application prior to interviewing. It is a legal document that is used to start your employment file. An application should present the job seeker in the most positive way possible, without lying. It is used in many instances to reduce the number of applicants interviewed as job applications are generally designed to help spot strengths and weaknesses quickly and screen people in or out of prospective positions.

## ***Hints for Getting Started...***

### **General application guidelines**

The application is often the first impression an employer has about you. Your application gives the employer an outline of your background and is usually the first step in the hiring process. An employer will pay particular attention to your work history, length of employment, specific duties, and reasons for leaving a position. Remember, you are trying to entice the interviewer to want to get to know you better, and ultimately hire you. You want to make a great first impression. In essence, the application becomes a calling card (please look at me!), it screens you in/out, and creates an agenda for the interview. The following are guidelines to filling out a strong and solid application:

- Look over the document and read the directions carefully before filling it out.
- Always print or type (neatness counts!), unless otherwise instructed.
- Use a black or blue pen, not a pencil.
- Answer every question in a positive manner, unless it is improper.
- Be accurate. Make sure all words are spelled correctly and avoid abbreviations if possible.
- Never leave a blank space. If a question does not apply to you, write N/A (not applicable).
- Be honest and don't exaggerate. Never give false information as this may disqualify you from a job opportunity or cause you to be terminated at a later date.
- Make sure your reason for leaving each job is honest, but as positive as possible.
- Use a copy of your résumé as a guide, but do not use "see résumé" on an application.
- Don't forget to sign and date the application! It's a legal document.



# ***The Structure of an Application***

When you apply for a job you are typically asked to complete an application for employment. You may be asked to complete an application even if you have already submitted a résumé and cover letter. That way, the employer has a record of your personal and employment history, verified and signed by the applicant.

It's important for your job applications to be complete, correct (no errors) and accurate. Be prepared! Bring all of your information to fill out each application completely. Here is most of the information you will need to complete an application for employment, including tips and suggestions that will help you make a great first impression.

## **Personal Information**

- Name-*Full legal name, generally last name first*
- Address
- City, State, Zip Code
- Phone Number-*Use a number where you can be reached during the day*
- Social Security Number-*If required*
- Eligibility to work in U.S.
- Felony convictions-*Not your arrest record*
- If under age, working paper certificate-*Many jobs require you to be at least 18 years old*

## **Position/Availability**

- Title of the job you are applying for-*Be specific, don't use the word "any"*
- Hours/days available to work
- When you can start work-*Try to give current employer your two weeks' notice*

## **Education**

- Schools/Colleges Attended-*Use the correct spelling of Ozarks Technical Community College*
- Major-*Use the proper terminology*
- Degree/Diploma-*Associate of Applied Science in... or Associate of Arts Transfer degree*
- Graduation Date(s)-*This may not be on an application because it can determine your age*

## **Work History**

- Names, addresses, phone numbers of previous employers-*Even if the company is no longer in business*
- Supervisor's name
- Dates of employment-*Month and year is sufficient*
- Salary-*Not always required*
- Reason for Leaving-*Be honest and positive*

## **References**

Another key part of your application is the reference section. Your choice of references may make the difference in whether or not you get the job. Ask permission from at least three of your references ahead of time so they'll be prepared for the call from your prospective employer.

# **Awesome Applications**

THE FOLLOWING TIPS WILL MAKE YOUR APPLICATION SOLID,  
STRONG, AND MORE LIKELY TO GET NOTICED

By Kim Caponi

*Director of the North Iowa Career Center at North Iowa Area Community College*

“I have a résumé, why do I have to fill out an application too?” While a résumé may serve as your application at many organizations, others will require the completion of an official application form. Unfortunately, many job seekers believe their résumé should be enough and do not take applications seriously. They simply complete their application as quickly as possible without paying attention to details and then sabotage themselves without even knowing it. The following tips will make your application solid, strong, and more likely to get noticed:

- **Read through the application completely**, organize your thoughts, and plan your answers before you start writing. This will help you avoid a messy application and allow you to convey your qualifications and skills in as few words as possible as space is often limited.
- **Follow all directions and meet all deadlines**. If you cannot do this on your application it will be assumed you will not do it on the job.
- **Print neatly or type your application**. When reviewing hundreds of applications, an employer will not take time to decipher poor handwriting. In addition, your handwriting may be important on the job when communicating within the organization.
- **Most applications request the same information**; carry this information with you when applying for jobs. (Tip: Put this information—correct employment dates, wages, reference names with contact information, and such—on a sample application form and carry it with you.)
- **Be honest**. If you have felony convictions or have been let go from a job, visit with someone from your school’s career center to develop the best answer. Your application is a legal document, and you can be fired for falsifying information.
- **List information in the order requested**. One purpose of an application is to see how well you follow directions.
- **Use your full legal name in the order requested**. If the application indicates “middle” then write your full middle name or place a dash if you do not have a middle name.
- **Do not write “see résumé.”** Many résumé styles do not match application formats and the information requested may not be part of your résumé.
- **If you are not sure of your dates of employment or wages** at a particular employer, contact the human resources department at that organization and ask.
- **Under “position desired” indicate a job title**. You may list more than one. Stating that you will do anything indicates a lack of direction on your part and is of little help to a potential employer.
- **When addressing salary expected**, write “open” or “negotiable” or perhaps give a salary range. You do not want to overprice or under price yourself. Research salaries for the position in your area.

- **Do not leave blanks.** If the question does not apply, write N/A for not applicable or draw a line in the response area.
- **You should include internships and volunteer work that relate to the position desired.** This can be done as part of your work history section or in an additional skills or information section.
- **You may be asked for additional information or skills that make you a good candidate for the position.** Be sure to include memberships, related interests or hobbies, and transferable skills, such as being dependable, hard working, and honest, etc.
- **Many applications request your permission to contact an employer to verify information on the application.** It is acceptable to check “no” or write “contingent upon offer,” particularly for a current employer. Many employees do not want their current employer to know they are applying for other jobs. It may look suspicious to check “no” for previous employers. This may be handled in how you state your reason for leaving. If possible, provide the name of a supervisory level employee that would speak well of your work.
- **You may be asked to identify friends or relatives that work for the company.** Choose your friends carefully. It will be assumed you would be a similar employee.
- **Be sure to sign and date the application.**
- **If possible, have someone review your application prior to submission.** Check for grammar and spelling errors. Again, completing a sample application with appropriate wording and spelling will be helpful here. Make corrections neatly or request a new application form.
- **Do not submit an application without including a résumé.**
- **If the application was mailed, faxed, or submitted online,** contact the organization to verify that it was received.
- **These tips hold true for online applications as well,** but being organized and prepared are even more important when you’re completing an online application. The web-based application page may “time out” before you have completed and submitted it, and the information you’ve just entered will have to be re-entered. Be sure to have your information ready before filling out the online application. A great cover letter and résumé may not be enough to counteract the effects of a poor application. It would be like wearing a brand new suit with your old tennis shoes! Make sure your application materials look good from head to toe. Time and effort invested in a strong application pays off.



# ***What You Should Really Know***

## **Employment Application Quiz**

It is not uncommon to find application forms that request information prohibited by state and federal anti-discrimination laws. How much do you really know about what can and cannot legally be asked on an employment application form? Take this short T/F quiz and find out!

**True/False** 1) An employment application can safely inquire about your past worker's compensation claims.

**True/False** 2) It is only necessary to list the last three positions that you have held.

**True/False** 3) It is legal for an employer to ask about your arrest record.

**True/False** 4) If a company has a non-smoking environment, it's okay to ask if you are a smoker.

**True/False** 5) An employer has the right to ask you if you own a vehicle.

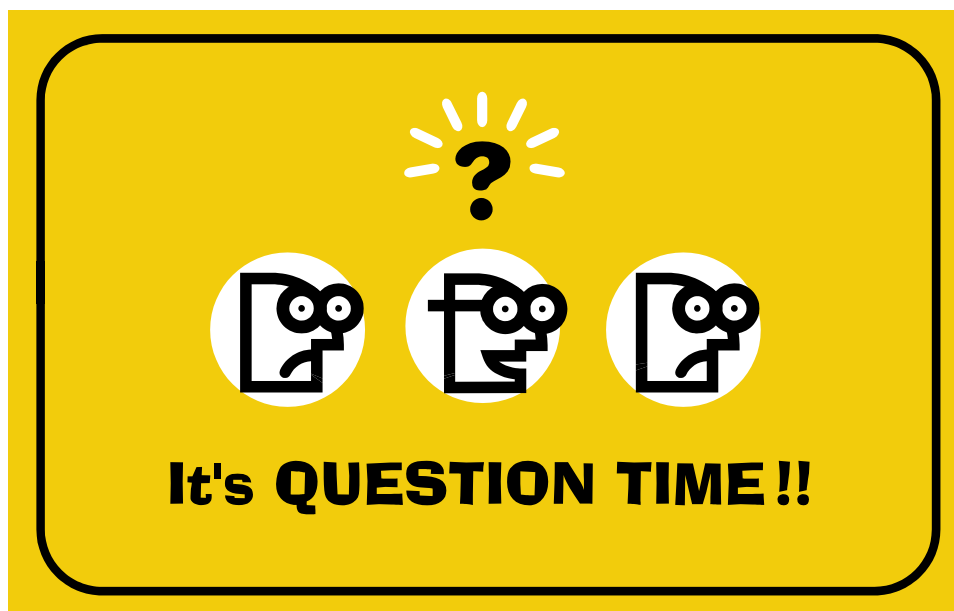
**True/False** 6) If you provide unsolicited personal information about race, religion, disabilities, etc. on an application, you could be selected out of a position.

**True/False** 7) It is acceptable for an employer to ask if you are a U.S. citizen.

**True/False** 8) An employer may not ask you about your age.

**True/False** 9) Three references should be provided on an application or résumé.

After taking this short quiz, see a full explanation of each statement on the following page.



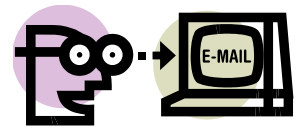
## Quiz Answers

- 1) **False!** The Americans with Disabilities Act (ADA) prohibits any employment application question that directly or indirectly leads to information concerning your health or disabilities. This is a question that should be removed from an employment application.
- 2) **False!** The application should list determining factors such as employment, education, professional affiliations, and employer references. It's critical that the application be a detailed and complete summary of your work history.
- 3) **False!** Questions about arrest records are not considered appropriate and information on the subject should not be requested on an employment application. Legal experts report that questions pertaining to job-related criminal convictions are permissible, but general inquiries regarding arrests or convictions should be removed from employment applications.
- 4) **False!** There is no problem with stating your company's non-smoking policy on an application, but asking you to declare your smoking status, may be violating state laws. This question is another one to be removed from job applications.
- 5) **False!** If a car is an important element to a position (i.e., a food delivery service) a better question to ask is whether or not you have access to a car for job-related use. Ownership of a car still wouldn't be an appropriate question.
- 6) **True!** Whether or not you are asked for that information, once the employer possesses it you are in a very gray area legally - one in which you can claim that their knowledge of that information was a factor (or the factor) in why you were not hired. Experts recommend that companies amend their applications to include a highly visible and strong statement advising applicants that any unsolicited information that isn't explicitly job-related will result in automatic rejection.
- 7) **False!** Most legal experts suggest asking the question in terms of legal eligibility to work in the United States rather than citizenship. Questions about citizenship are best left unasked, although all applicants will need to verify employment eligibility. However, many online applications do, in fact, ask the question: "Are you a U.S. citizen?"
- 8) **True!** Any question that directly or indirectly solicits information about your age should be removed from an employment application. Questions pertaining to age should be avoided. Legal experts suggest removing any graduation date fields from employment applications.
- 9) **True!** Three references are the least amount you should provide to a potential employer. You want to provide quality references that represent a good cross-section of your employment contacts over the past five years.

# ***Filling Out an Application***

## **Applying for a Job in Person**

- Be prepared for a brief on-the-spot interview.
- Always be polite and friendly to the receptionist. Your application may never get past their desk.
- Bring a pen so you don't need to borrow one to fill out the application.
- Fill out your own application. Don't have someone else fill it out for you.
- Fill out one application for each position you desire. Avoid multiple job titles on one application.
- Make sure your contact information will allow employers to contact you easily during business hours.
- Know what days/hours you are available to work.
- Grooming is important. Dress should be, at the least, neat and tidy. Business casual is usually appropriate.
- Call once a week or so to check on the status of your application.



## **Applying for a Job Online or Sending an Email Attachment**

- When applying for jobs via email, write your cover letter in the body of an email message, followed by your résumé and/or application.
- Proofread your email for grammar and spelling (do not trust spell check software). Remember, this is your chance to make a critical first impression; even an emailed note needs to be professional and error-free.
- Be brief and to the point. Your application cover letter should not be any longer than three or four short paragraphs.
- Make sure you include a signature with your full name, email address and phone number.
- Include the title of the position you are applying for in the subject line of your message.
- Be sure that your email address/screen name has a professional tone.

If the job posting asks you to send an attachment, send your résumé as a Microsoft Word document (.doc) or in a rich text format (RTF). However, many employers do not accept attachments. In these cases, paste your résumé into your email message. Use a simple font and remove the fancy formatting. Send the message to yourself first to test that the formatting works. If everything looks good, resend to the employer.

# Sample Application Letter

1225 Sherman Ave.  
Springfield, MO 65809  
April 20, 20--

Ms. Mary Kay Nelson  
Manager of Human Resources  
Continental Industries, Inc.  
2900 Rosemont Blvd.  
Rosemont, MO 60018

*An **application letter** is used to generate job interviews. Use this type of letter to respond to specific openings. You want to demonstrate that you have the skills and qualifications required for the position.*

Dear Ms. Nelson:

I am applying for the web developer position that was advertised with Ozarks Technical Community College Career Employment Services this week. The position seems to fit very well with my education, experience, and career interests.

Your position requires skills in various types of programming and software used in web development. My academic program in computer studies emphasized C, C++, Visual Basic, Assembler, Java, and SQL. In addition, I have extensive experience in using several software packages in web development, including Adobe Illustrator, Photoshop, After Effects, and Dreamweaver. My experience as a department computer consultant gave me exposure to PC (Windows 2000, NT, XP) and Macintosh platforms as well as Novell and NT LANs. Additionally, I worked as a summer intern in computing operations for a local newspaper where I gained knowledge of enterprise systems and e-commerce operations. My enclosed résumé provides more details on my qualifications.

My background and career goals seem to match your job requirements well. I'm confident that I can perform the job effectively. Furthermore, I am genuinely interested in the position and in working for Continental Industries, Inc. Your firm has an excellent reputation and comes highly recommended to me.

Would you please consider my request for a personal interview to discuss my qualifications and to learn more about this opportunity? I will call you next week to see if a meeting can be arranged. Should you need to reach me, please feel free to contact me at 417/683-4388 or [mlopez@otc.edu](mailto:mlopez@otc.edu).

Thank you for your consideration. I look forward to talking with you.

Sincerely yours,

*Marisa Lopez*

Marisa Lopez

# Sample Applications

Date \_\_\_\_\_

**1. Personal Information**

Name \_\_\_\_\_  
(Last, first, middle)

2. Present address \_\_\_\_\_  
(Street) (City) (St) (Zip)

3. Permanent address \_\_\_\_\_  
(Street) (City) (St) (Zip)

4. Telephone No. \_\_\_\_\_  
(Present) (Permanent)

5. Soc. Sec. Number \_\_\_\_\_

6. **Position** applying for: Teacher Assistant \_\_\_\_\_ Clerical \_\_\_\_\_ Custodian \_\_\_\_\_  
 Other (specify) \_\_\_\_\_

7. If hired, can you provide proof of legal age? \_\_\_\_\_

8. When are you available for an interview? \_\_\_\_\_

9. Date you would be available for employment: \_\_\_\_\_

10. How did you learn of this position/opening? \_\_\_\_\_

**11. Educational Background:**

High School: \_\_\_\_\_  
(Name of Institution) (City/State) (Degree Mo/Yr)

GED: \_\_\_\_\_ Passed (Date) \_\_\_\_\_

College: \_\_\_\_\_  
(Name of Institution) (City/State) (Degree Mo/Yr)

Trade School or \_\_\_\_\_

Other Educational/ \_\_\_\_\_

Special Training: \_\_\_\_\_  
(Names of Institution) (Type of Training) (City/State) (Degree or Certification Mo/Yr)

12. Can you perform the essential functions of this position with or without reasonable accommodation in a safe manner?

No \_\_\_\_\_ Yes \_\_\_\_\_ (please explain)

13. Give full and accurate information regarding your **past employment**, listing most recent first:

Name/Location of Organization	Position Held	From - To	Immediate Supervisor/Telephone Number	Reason for Leaving

14. **REFERENCES** - List three references that have first-hand knowledge of your character, personality, and ability.

Name/Position	Relationship	Telephone
1. _____		
2. _____		
3. _____		

15. Please list and describe the specific skills you possess which are relevant to the position for which you are applying:

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16. **GENERAL:** Attach additional information which you believe to be of value in our considering you for a position.

17. Have you ever been convicted for committing or attempting to commit any one or more of the offenses covered under the Criminal Background Check Requirements of Sec. 10-21.9 of the *School Code*?\*

Yes \_\_\_\_\_ No \_\_\_\_\_

\*Please note that the applicant is not obligated to disclose sealed or expunged records of a conviction or arrest.

20 CS 2630/12.

**PLEASE READ CAREFULLY:** A person who knowingly makes a false statement, or who intentionally omits any employment history or employer required on this application which is material to qualifications for employment, shall be deemed to have made a false statement.

We are an Equal Opportunity Employer and does not discriminate on the basis of race, religion, creed, color, gender, age, national origin, marital status, or physical or mental disability unrelated to ability to perform essential job functions.

I hereby certify that the above statements are true and complete to the best of my knowledge, and that if employed, false statements herein, or any willful omission of any pertinent employment information shall be considered sufficient cause for dismissal.

I hereby authorize **your company** to forward my name, sex, race, date of birth, and social security number to the Department of State Police for the purpose of conducting a criminal background investigation and agree to execute any forms required by said Department for such purpose. I hereby warrant that I have not been convicted of any of the offenses specified in Section 10-21.9 of the *School Code*.<sup>1</sup> I further warrant that I have not been convicted of any offense committed or attempted in any other state or against the laws of the United States which, if committed or attempted in this State would have been punishable as one or more of the offenses listed below.

I authorize my current employer and/or any previous employers, the references listed, and other persons 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. A copy of this authorization and release is as valid as the original and should be recognized as such.

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Applicant's Signature

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Date

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<sup>1</sup>Listed offenses under the *School Code*, Section 10-21.9:

## Personal Information

## Online Application

\*Street Address

\*City County

\*Phone Number

Other Phone Number

\*E-mail Address

\*ZIP Code

\*State/Province

## Position and Hours

\*Position Desired (check one):  Usher  Box Office Cashier  Concessionist  Management  
 Other

Wage Desired  Date You Can Start

Select up to two USA theatres below who are currently accepting online applications. If the theatre you desire is not listed, you will need to apply in person at that location.

\*Theatre 1:  Choose A Theatre.

Theatre 2:  Choose A Theatre.

### DAYS AND HOURS AVAILABLE

(Please consider school, extra-curricular activities, and other obligations when filling out this section.)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\* Can you work weekends and holidays?  Yes  No

If no, please explain.

## Miscellaneous Information

\* Are you at least 18 years of age?  Yes  No

\* If hired, can you show proof of age?  Yes  No

\* In the past 10 years, have you been convicted of a felony; or have you been convicted of any crime involving dishonesty or violence to another person? (You need not respond as to convictions ordered expunged, sealed, or impounded.)

Yes  No\* (Note: A conviction will not necessarily disqualify you from employment.)

If yes, give dates of each conviction and explain complete details as to each:

Are you currently attending school?  Yes  No

If yes, where?

Days/Hours Attending:

\* Have you ever applied to AMC before?  Yes  No

If yes, where and when?

\* Have you ever worked for AMC before?

Yes  No

If yes, where and when?

List any relatives who work for AMC:

### LIST ALL PREVIOUS EMPLOYMENT

From/To	Rate of Pay	Place of Employment and Supervisor	Phone	Reason for Leaving - Include whether you were terminated or left voluntarily
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### EMPLOYMENT AT WILL AGREEMENT

\* I understand that if hired, I will be an employee at will and that both I and this Company will have the right to terminate my employment at any time, with or without advance notice and with or without cause. This is called "employment at will" and no one other than this Company's president (and only if in writing, signed by the president and me) has the authority to alter this agreement, to enter into any written agreement for employment for a specified time, or to make any written or oral agreement contrary to this policy.

Yes  No \*Date:  (MM/DD/YYYY)

Explain any gaps in employment:

\* Are you currently employed?  Yes  No

May we contact your current employer?  Yes  No

\* I hereby authorize and request any and all of my former employers and any other person, firm or corporation to furnish any and all information concerning any credit-worthiness and personal background and I hereby release each such employer or other person, firm or corporation from any and all liability by reasons of furnishing the requested information. I understand that if employed any misrepresentation or omission of facts requested is cause for dismissal.

Yes  No \*Date:  (MM/DD/YYYY)

\*First Name Middle Initial

\*Last Name

Today's Date (mm-dd-yy)

# What Not to Do

Here is an application with a lot of mistakes. See if you can tell what's wrong.

## APPLICATION FOR EMPLOYMENT

PLEASE PRINT INFORMATION REQUESTED IN INK.

Date April 1 <sup>(2)</sup>

BROWN'S IS AN EQUAL OPPORTUNITY EMPLOYER and fully subscribes to the principle of Equal Employment Opportunity. Brown's has adopted an Affirmative Action Program to ensure that all applicants and employees are considered for hire, promotion and job status, without regard to race, color, religion, sex, national origin, age, handicap, or status as a disabled veteran or veteran of the Vietnam Era.

To protect the interests of all concerned, applicants for certain job assignments must pass a physical examination before they are hired.

Note: This application will be considered active for 90 days. If you have not been employed within this period and are still interested in employment at Brown's, please contact the office where you applied and request that your application be reactivated.

1 Name Albert C. Smith Social Security Number 411-~~3~~76-2614 <sup>(3)</sup>  
(Last First Middle) (Please present your Social Security Card for review)

Address 1526 N. Otter <sup>(4)</sup> City Marion <sup>(5)</sup> State Same <sup>(6)</sup> Zip Code any <sup>(7)</sup>

County Marion <sup>(6)</sup> City Marion State Same Zip Code any <sup>(7)</sup>

Previous Address Same <sup>(6)</sup> City Marion State Same Zip Code any <sup>(7)</sup>

If hired, can you furnish proof of age?  Yes  No  
 If hired, can you furnish proof that you are legally entitled to work in U.S.  Yes  No

Current phone - or nearest phone any <sup>(7)</sup>  
 Best time of day to contact any <sup>(7)</sup>  
(Answer only if position for which you are applying requires driving)  
 Licensed to drive car?  Yes  No  
 Is license valid in this state?  Yes  No

Have you ever been employed by Brown's? Yes  No  If so, when \_\_\_\_\_ Position \_\_\_\_\_  
 Have you a relative in the employment of Brown's Department Store? Yes  No

A PHYSICAL OR MENTAL DISABILITY WILL NOT CAUSE REJECTION IF IN BROWN'S MEDICAL OPINION YOU ARE ABLE TO SATISFACTORILY PERFORM IN THE POSITION FOR WHICH YOU ARE BEING CONSIDERED. Alternative placement, if available, of an applicant who does not meet the physical standards of the job for which he/she was originally considered is permitted.

Do you have any physical or mental impairment which may limit your ability to perform the job for which you are applying? Yes, I have a back problem & was in Central State Hospital for 6 months. <sup>(8)</sup>

If yes, what can reasonably be done to accommodate your limitation? \_\_\_\_\_

EDUCATION	School Attended	No. of Years	Name of School	City/State	Graduate?	Course or College Major	Average Grades
	Grammar	6	Holy Trinity	Scranton	Yes	General	B
Jr High	3	Crestview	"	"	"	B	
Sr High	3	W.C.H.S.	"	"	College Prep	C	
Other			"	"			
College	3	State U	Scranton	NO		C	

MILITARY SERVICE	Branch of Service	Date Entered Service	Date of Discharge	Highest Rank Held	Service Related Skills and Experience Applicable to Current Employment
	USA	1995	1998	E-3	radio stuff

What experience or training have you had other than your work experience, military service and education? (Community activities, hobbies, etc.) \_\_\_\_\_

I am interested in the type of work I have checked:  
 Sales  Office  Mechanical  Warehouse  Other (Specify)  anything

Or the following specific job: \_\_\_\_\_

I am seeking (check only one):  
 Temporary employment (90 days or less)  
 Seasonal employment (job season, e.g. Christmas)  
 Regular employment (employment for indefinite period of time)

I am available for (check only one):  
 Full Time Work  
 Part Time Work  
If part-time, indicate maximum hours per week and other hours available in block to the right

HOURS AVAILABLE FOR WORK	
Sunday	To _____
Monday	To _____
Tuesday	To _____
Wednesday	To _____
Thursday	To _____
Friday	To _____
Saturday	To _____

anything <sup>(14)</sup>

If temporary, indicate dates available: \_\_\_\_\_  
 Have you been convicted during the past seven years of a serious crime (involving a person's life or property)?  
 NO  YES  If yes, explain: drunk in public <sup>(13)</sup>



## Answers—What Albert Did Wrong

1. Last name should come before first name.
2. Date should be written out.
3. Social Security number contains scribbled-out number.
4. City and state are missing.
5. ZIP code is missing.
6. Address should be written again.
7. Phone number is missing.
8. It's better to say "will explain at interview."
9. If you have a physical disability, you should be able to state what special equipment you would need to help you do the job.
10. The city and state should be written out each time.
11. Something such as "Army" should have been written, not "USA." List of skills should be more specific.
12. Only one option should be checked here.
13. Should write "Will explain in interview" here.
14. Should list the hours for each day (if you are available anytime, list the normal work hours for the position, if you know them).
15. Need the complete address for each employer.
16. Supervisor's last name is missing.
17. Need complete starting and ending dates for each job.
18. Rate of pay is missing.
19. Need to come up with better reasons for leaving each job.
20. Name should have been signed. First name should have come first.
21. Do not write *anything* in the section that says "Not to be filled out by applicant."

DATE April 1, 2000

# APPLICATION FOR EMPLOYMENT

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BROWN'S IS AN EQUAL OPPORTUNITY EMPLOYER and fully subscribes to the principles of Equal Employment Opportunity. Brown's has adopted an Affirmative Action Program to ensure that all applicants and employees are considered for hire, promotion and job status, without regard to race, color, religion, sex, national origin, age, handicap, or status as a disabled veteran or veteran of the Vietnam Era.

To protect the interests of all concerned, applicants for certain job assignments must pass a physical examination before they are hired.

Note: This application will be considered active for 90 days. If you have not been employed within this period and are still interested in employment at Brown's, please contact the office where you applied and request that your application be reactivated.

Name: Smith Albert Claude Social Security Number: 411-76-2614  
Last First Middle  
 Address: 1526 North Otter Street Scranton PA 18602  
Number Street City State Zip Code

City: \_\_\_\_\_ Current phone or nearest phone: 555-1212  
 Previous Address: \_\_\_\_\_ Best time of day to contact: after 12 pm.  
Number Street City State Zip Code  
(Answer only if position for which you are applying requires driving)

If listed, are you furnish proof of age?  Yes  No  
 If listed, can you furnish proof that you are legally entitled to work in U.S.  Yes  No  
 Is license valid in this state?  Yes  No

Have you ever been employed by Brown's? No  Yes  If so when: \_\_\_\_\_ Position: \_\_\_\_\_  
 Have you a relative in the employment of Brown's Department Store? Yes  No

A PHYSICAL OR MENTAL DISABILITY WILL NOT CAUSE REJECTION IF IN BROWN'S MEDICAL OPINION YOU ARE ABLE TO SATISFACTORILY PERFORM IN THE POSITION FOR WHICH YOU ARE BEING CONSIDERED. Alternative placement, if available, of an applicant who does not meet the physical standards of the job for which he/she was originally considered is guaranteed.

Do you have any physical or mental impairment which may limit your ability to perform the job for which you are applying? No

If yes, what can reasonably be done to accommodate your limitation? \_\_\_\_\_

EDUCATION	School Attended	No. of Years	Name of School	City/State	Grades?	Grade or College Major	Average Grades
	Grammar	6		Holy Trinity	Scranton, PA		General
Jr. High	3		Crestview Junior H.S.	Scranton, PA		General	B
Sr. High	3		Warren Central H.S.	Scranton, PA		College Prep	C
Other	—						
College	3		Indiana-Purdue University at Indpls	Indpls, IN		Electronics in progress	B

MILITARY SERVICE	Branch of Service	Date Entered Service	Date of Discharge	Highest Rank Held	Service-Related Skills and Experience Applicable to Civilian Employment
	United States Air Force	6-2-94	4-15-98	A/IC Airman First Class	Radio and small electronics repair

What experience or training have you had other than your work experience, military service and education? (Community activities, hobbies, etc.) \_\_\_\_\_

I am interested in the type of work I have checked:  
 Sales  Office \_\_\_\_\_ Mechanical \_\_\_\_\_ Warehouse \_\_\_\_\_ Other (Specify): Repair

Of the following specific job \_\_\_\_\_  
 I am seeking (check only one):  
 \_\_\_\_\_ Temporary employment (30 days or less) \_\_\_\_\_ Part Time  
 \_\_\_\_\_ Seasonal employment (one season, e.g. Christmas) \_\_\_\_\_ Full Time Work  
 Regular employment (employment for indefinite period of time) \_\_\_\_\_ If part time, indicate maximum hours per week and other hours available in back to the right.

If temporary, indicate dates available: \_\_\_\_\_

Have you been convicted during the past seven years of a serious crime involving a person's life or property?  
 NO  YES \_\_\_\_\_ If yes, explain: \_\_\_\_\_

HOURS AVAILABLE FOR WORK		
Sunday	8 a.m.	To close
Monday	8 a.m.	To close
Tuesday	8 a.m.	To close
Wednesday	8 a.m.	To close
Thursday	8 a.m.	To close
Friday	8 a.m.	To close
Saturday	8 a.m.	To close



Introduction to Job Applications

LIST BELOW YOUR FOUR MOST RECENT EMPLOYERS, BEGINNING WITH THE CURRENT OR MOST RECENT ONE. IF YOU HAVE HAD FEWER THAN FOUR EMPLOYERS, USE THE REMAINING SPACES FOR PERSONAL REFERENCES. IF YOU WERE EMPLOYED UNDER A MADDEN OR OTHER NAME, PLEASE ENTER THAT NAME IN THE RIGHT HAND MARGIN, IF APPLICABLE. ENTER SERVICE IN THE ARMED FORCES ON THE REVERSE SIDE.

REFERENCES

Name and Address of Former Employer (Begin with the current or most recent)	Name of Your Supervisor	When last employed (month-year)	Starting Date	Starting Pay	Date of Leaving	Pay at Leaving	Why did you leave? (Give details)
Name: Fred Willis Address: 1275 E. 17th St. City: Scranton PA Tel No: 555-2111 Zip Code: 18515	Rafael Custillo	8 99	8 99	\$280	Present	\$280	Work slowdown - limited work schedule
Name: Seranton Public Schools Address: 593 Walnut Ave. City: Scranton PA Tel No: 555-3111 Zip Code: 18505	Eric Burgess	7 98	3 99	\$260	3 99	\$260	Did add independent jobs, college courses - 5 months Desired a more demanding position
Name: Grand Forks Air Force Base-USAF Address: Hwy 2 City: Grand Forks ND Tel No: 597-2112 Zip Code: 58211	Technical Sergeant Denise Hager	1 45	4 98	\$250	4 98	\$275	Term of service expired - Honorable Discharge
Name: Wayne Construction Address: 1436 N. Anderson Dr. City: Scranton PA Tel No: 555-4111 Zip Code: 18509	Kim Lencki	6 93	4 94	\$210	4 94	\$250	Completed basic training + electronics repair school - 6 mos. Company went out of business - joined U.S. Air Force

I certify that the information in this application is correct to the best of my knowledge and understand that any misstatement or omission of information is grounds for disbarment in accordance with Brown's policy. I authorize the information listed above to give you any and all information concerning my previous employment and my present education. I agree to indemnify and hold harmless the Board, and its officers and directors, and release it from all liability for any damage that may result from furnishing letters to you. In consideration of my employment, I agree to comply with the rules and regulations of Brown's, and my employment and compensation can be terminated with or without cause, and with or without notice, at any time, at the option of either the Company or myself. I understand that no unit manager or representative of Brown's other than the President or Vice President of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing. In some states, the law requires that Brown's have my written permission before disclosing consumer reports to me, and I hereby authorize Brown's to obtain such reports.

Applicant's Signature: Albert C. Smith

INTERVIEWER'S COMMENTS		Date of Exp. or Dis.	Regular Pay Rate	Project No.	Project No.
Physical examination scheduled for					
Physical examination form completed					
Reference Request					
Form 304 (10-4)					
State With Tax					
Review Card completed					
Transcard prepared					
Master's Work Permit					
Proof of Birth					
Training Material Given to Employee					

Unit Name and Number

**Special Thanks To:**  
**Career Employment Services**  
**Employer Partnership Committee Members**

**Citizens Memorial Hospital**

Jeremy MacLaughlin

**City of Springfield**

Josh Putman

**City Utilities**

Debbie Kreider

**Durham Company**

Jenny Carr

**KY-3**

Sarah LeMoyne

**O'Reilly Automotive**

Stephanie Evans

**St. John's Health System**

Alan Dixon

**Silver Dollar City**

Katy Cameron

**SRC**

Travis Morrison

**Wal-Mart**

John Waters