



APPLICATIONS

When looking for a job it is important to understand how to apply online. You will be required to fill out a lot of personal information, job history, references, and more.

Knowing how to apply online is important in today's job search. Companies are looking for impeccable applications and resumes, so it is important to be aware of some helpful techniques.

Be Prepared!

When applying for different jobs, applications can tend to be lengthy and time consuming. If you are organized and focused you can save yourself a lot of time in the long run. Being organized and ready will also help you work out other problems like dates, addresses, and job duties. It will also start to help you think about other skills and qualifications you may have but have forgotten. If you are not prepared you may become frustrated and some applications may log you out if you exceed a certain time limit.

Resume

Usually you will need to submit a resume with an application. Remember a resume is a summary of your job history and accomplishments. It is usually less detailed

Make sure your resume is perfect. Have someone take a look at it for you so that you do not miss little mistakes. Also, make sure that your resume will transfer electronically in the same format.

References

Have your reference information organized. Make sure you have names and contact information. Emails are a great way to contact someone. Also make sure your references know that you have them as a reference.

Read Instructions

Make sure you read all instructions carefully and fill out each question or section even if you feel it is redundant.

Common Vocabulary or Terms:

SS/ SSN/ Soc. Sec.	Social Security Number
Tel.	Phone number
Yr.	Year
Mo.	Month
Exp.	Experience
Edu.	Education
No. or #	Number
Applicant	This means you, the person who is applying for the job
Dependents	The number of people in your household that you are responsible for (children or other relatives).
Relationship	If the person mentioned is your cousin, child, father, mother, friend, or former employer.
Maiden name	A woman's last name before marriage.
Occupation	Another word for job.
For office use only	Leave this space blank. This is for the company to fill out.
Permanent address	The address you consider home and where you can be reached by mail at all times.
Present address	The address you are living in currently. If you are living with a relative while you are looking for a job, use that address.
References	People who know you very well and can be contacted by the employer to find out about you and that will give you a good recommendation.
Full-time	A job that requires you to work at least 32-40 hours per week.
Part-time	A job that requires you to work 32 hours or less.
EEO Employer	Equal Employment Opportunity Employer, which means that they do not discriminate on the basis of race, color, national origin, religion, gender, age, disability, marital, or veteran status. This may be any other legally protected status.

Filling Out the Form

Impressions start as soon as you submit your application. Be prepared and organized.

Personal Information:

Make sure that you fill out the information as it asks. Double check spellings and contact information to make sure that it is complete and accurate. Make sure you write the area code for your phone number.

Job title:

Be specific. If you are applying for a certain job that was advertised make sure you give the exact title and job number assigned to that posting.

Number of employment hours:

A full-time usually means 35 hours a week or more. A part-time position varies in hours but is usually 20 hours or less.

Pay you expect to receive: This figure will be based on what the employer normally pays for the job. Find out in advance what the employer pays or the market value for the position.

When you can start: If you are currently employed write the amount of notice you will need to give. If you are not working, you can write "immediately."

Hours available to work: Write the days and times you are available. If you are available any shift write "open/available any time" or "flexible."

Overtime: If you are able to work overtime you become a more desirable employee. If you absolutely cannot work overtime write "no" in the space provided. If you are not sure write "possibly."

Job Posting: Name the source where you learned about the available position.

Travel: This usually refers to travel between job sites in a local region. If you are limited in travel or if you have travel restrictions then make sure to indicate your preferences.

Driver's License: Some applications may ask if you have a valid license. Make sure to indicate if you do what state and the number.

Your age: This is an illegal question unless the position has a bona fide occupational qualification. The employer can ask if you are over a certain age such as 18.

Your citizenship: You don't have to be a citizen for most jobs but you do have to be eligible to work in the United States. If you are not a citizen make sure you have your documentation in order.

Legal Status: Be honest. Lying about past legal problems is not worth the consequence. Telling the truth about a problem in your past does not automatically exclude you from a job.

Physical condition: The employer is not allowed to deny a disabled person a job unless the person is physically unable to do that particular job.

Emergency contact: Name a person who is in the area and can be reached at the number you provide. You may name a family member, a friend, neighbor, etc.

College background: If you have attended college or courses you should list the information. If you have not write "N/A."

High School: Make sure the information is relevant and accurate.

Other education: If you have taken any special courses (first aid, computer, etc) you should indicate the information.

Other Activities: List any activities that you may think would be of interest to a potential employer. This could include leader of a youth group, coach for local sports team, neighborhood watch, volunteering, committee membership, etc.

Past Employment: List dates, job title, and description of responsibilities of your most recent job firms and work backward. Make sure you have complete addresses and phone numbers and have that information with you.

Job titles and duties: Give as much detail as you are allowed space. Include any skills or duties that relate to the job you are seeking.

Supervisors: Give the name and number of the person who can actually report on how you did in a previous job.

Wages: Be sure to write whether the amount was per hour, per week, per month, or per year.

Why you left employment: Be honest in your response. If your reason for leaving is complicated, make positive statements without lying. If you did not relate well with your supervisor, you could truthfully write, “no possibility for advancement.”

Contacting your employer: If your present employer does not know you are looking for a new job, you can ask the prospective employer not to contact your employer. It is best to allow you prospective employer to contact your current employer. If you say no, it looks like you may be hiding something.

Military Service: Employers see your commitment to the military as a part of your work history. It is a good idea to include this on your application.

References: Choose people that will confirm that you are a reliable, honest hard-working individual. You also want them to be able to know your character so they will be able to vouch for your character.

Other Tips:

- Make sure you are truthful
- Avoid leaving blanks or using the word “no”
- Avoid using “no phone”
- Avoid using the term “fired”
- Give good contact information so that they may easily reach you

Double check these things to make sure you have not made any mistakes:

- ✓ Spelling
- ✓ Blank lines
- ✓ Correct contact information
- ✓ Truthful information
- ✓ Complete and followed application instructions

Sample and Practice Job Applications

While many applications are similar, some do ask slightly different questions or want the information presented differently. It is a good idea to practice filling out an application. Once you have perfected it, print it out and carry it with you so that you may easily remember all the information for your real applications.

Online Job Application

Fill out the personal data sheets or the practice application before you practice online. Remember if you are organized and prepared you will have a better online application experience.

This application can be printed but not saved. If you try to save it-you may lose the information that you have typed in.

<http://www.careerkokua.org/js/jsa/article.cfm?id=12>

Personal Data Sheet

Name				
Address				
Social Security Number			Alien Card Number	
Phone Numbers	Home	Fax	E-Mail	
Any felony convictions?	If yes, explain:			
Employment Desired				
Position Title				
Dates available		Starting Wage		
Available for work	Full time_____	Part time_____	Temporary_____	Rotating shifts___
	Weekend_____	—	Seasonal_____	
	—	On Call_____	—	
		—		
Education				
	High School	Business, Trade School, College	Undergraduate College/University	Graduate Professional

School Name				
School Location				
Years completed	9 10 11 12	1 2 3 4	1 2 3 4	1 2 3 4
Did you graduate?		Yes No	Yes No	Yes No
Diploma/Degree				
Graduation Date				
Course of Study				
Describe any scholastic honors, assistantship, etc.				
Describe any specialized training, assistantships, etc.				
Military Training				
Foreign Languages				
Occupational License, Certifications, Registrations, Professional Affiliations, etc.				

Personal Data Sheet

(continued)

Employment History	List most recent employment first

Company Name/Organization				
Address				
Dates Employed	From:	Year	To: Month	Year
	Month			
Job Title/ Major Responsibilities/Skills, Knowledge and Abilities				
Supervisor/Leader		Contact? Yes	No	Phone:
Reason for leaving		Ending Salary		
Company Name/Organization				
Address				
Dates Employed	From:	Year	To: Month	Year
	Month			
Job Title/ Major Responsibilities/Skills, Knowledge and Abilities				
Supervisor/Leader		Contact? Yes	No	Phone:
Reason for leaving		Ending Salary		
Company Name/Organization				
Address				
Dates Employed	From:	Year	To: Month	Year
	Month			
Job Title/ Major Responsibilities/Skills, Knowledge and Abilities				
Supervisor/Leader		Contact? Yes	No	Phone:
Reason for leaving		Ending Salary		

Resume Worksheet

Name _____
Address _____
Phone _____ Fax _____
E-Mail _____

Employment Objective:

Summary of Skills and/or Experience:

Skill/Experience _____
Description _____
Skill/Experience _____
Description _____ S
Skill/Experience _____
Description _____

Accomplishments:

1) _____
2) _____
3) _____

Employment History:

Name of Company _____ Job Title _____
Address/Phone _____ Dates of Employment _____

Name of Company _____ Job Title _____
Address/Phone _____ Dates of
Employment _____

Name of Company _____ Job Title _____
Address/Phone _____ Dates of
Employment _____

Education:

School

Name _____

City/ State _____ Dates of

Attendance _____

Major _____ Degree/Certificate

Earned _____

Licenses/Certification: _____

Professional

Membership/Organizations: _____