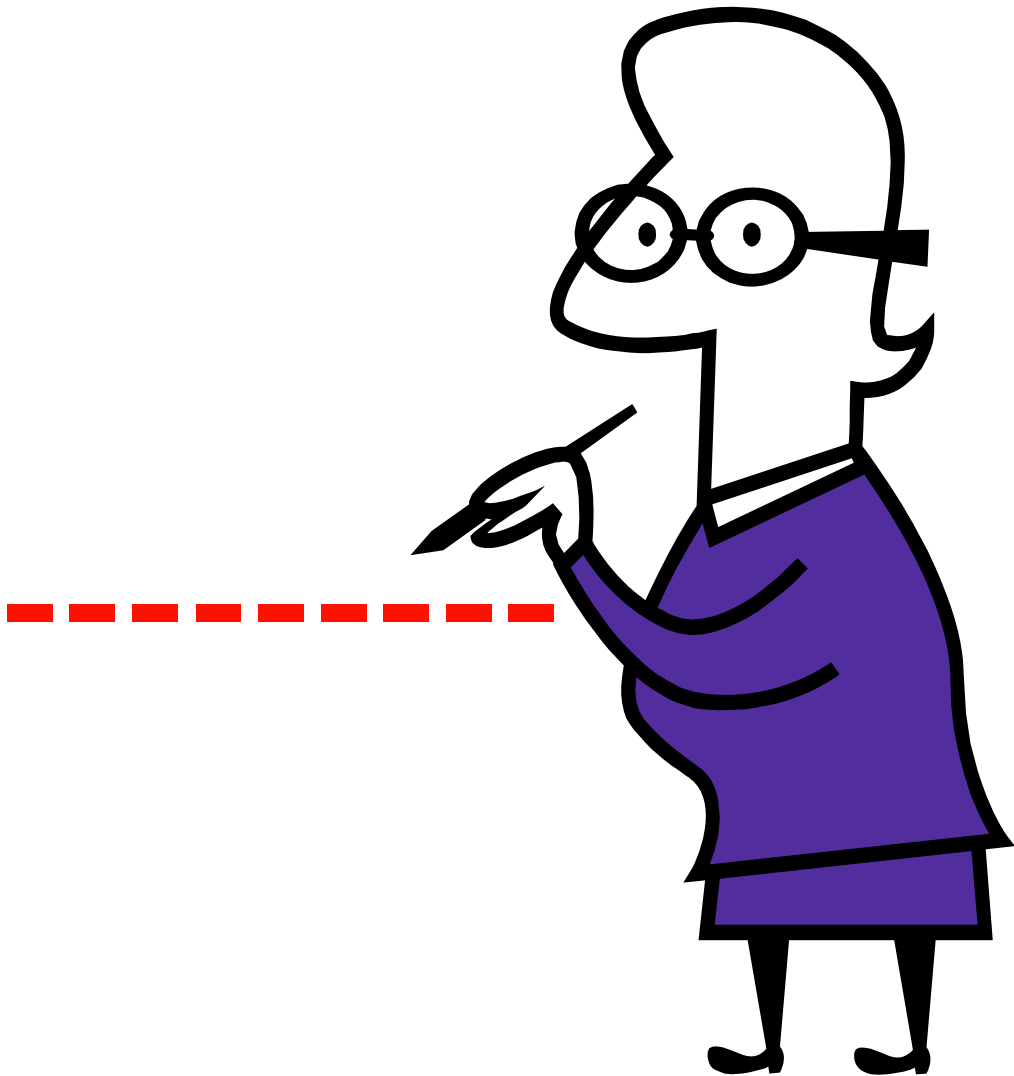
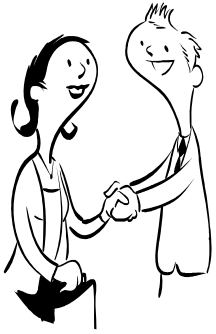


Job Applications

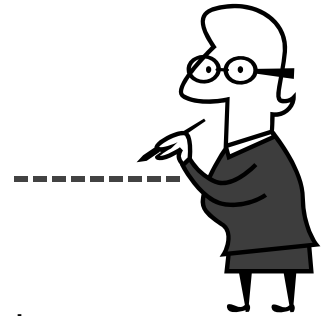
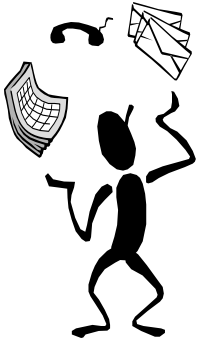




PICKING UP/DELIVERING APPLICATIONS



1. Dress as if it were your first day of work.
2. Take with you:
 - a. Pen, black ball-point
 - b. Recent, pre-completed, “picture-perfect” application
 - c. Social Security Card, Driver’s License, (or picture I.D.)
 - d. Current Resume
3. Be friendly, courteous, and mannerly... to everyone!
 - a. Make eye contact, smile
 - b. Be very clean and shaven, hair combed
 - c. Speak clearly and confidently
 - d. Good posture exudes confidence
 - e. Avoid and combat nervous mannerisms
4. Get a job description, if possible
 - a. If not possible, ask about the details of the job
 - b. If you are unclear, do not be afraid to ask questions
5. Remember names, jot them down at first opportunity
6. Kill as many birds with one stone as possible
 - a. Find out “key” names
 - b. Information about the company
 - c. Future hiring outlook
7. Make sure the completed application is
 - a. Clean and dry
 - b. unfolded



TIPS FOR COMPLETING JOB APPLICATIONS

1. Read and follow directions carefully. If you are asked to “print” do not write in cursive. You can make a negative impression quickly by not following directions.
2. Be neat, thorough, and have accurate phone numbers and correct spelling. Be sure your spelling and grammar are correct. Carry a pocket dictionary if necessary.
3. Appearance counts! Fill out the application as completely as possible. Make sure your entries are legible and complete. Don’t leave blank spaces. If the question does not apply to you write “Not Applicable” or “N/A”. Avoid giving negative information. If there are questions you would rather not answer because you might seriously hurt your chances, write “willing to discuss.” Always be prepared to give a positive answer during the interview and be honest.
4. Include all the positive information that you can. As in volunteer experiences and list training received in high school that relates to the job you are applying for.
5. Be honest. Filling in false information may get you dismissed later.
6. List the specific position for which you are applying for, do not write “ANYTHING”.
7. Leave salary “Open” or “Negotiable”.
8. **DO NOT FORGET TO SIGN THE APPLICATION.** Be sure to use your full, legal name.
9. To complete a generic application go to www.go2worksource.org, click on “Resume Help” under the “Career Links” heading, click on the tab heading “Application Form”, under “Frequently asked Questions” click on “What is the Go2WorkSource Application form?”, there are many different application hyperlinks here on this page. If you click on “WorkSource Application Form” a file download prompt box will come up on your screen. Decide if you want to open or save it to your computer or disc. When you open this document it will come up as an application.
10. For job separations use these terms:

DO NOT USE

(CONSIDERED TURN OFF WORDS)

○ “fired”:

○ “quit”:

○ “more money”:

○ “more hours”:

○ “laid off”:

A BETTER WAY TO SAY IT

(CONSIDER USING THESE WORDS IN REPLACEMENT)

“terminated” or “will explain in interview”

“return to school”

“desired job with better experience opportunity.”

“desired advancement”

“desired advancement”

“work completed”

“budget cut”

| | | | | |
|-----------------------------|-------------------|-------------------------------|-------------------------|----------------|
| Date of Contact | Employer: | Name, Address, Phone # | Person Contacted | Results |
| | | | | |
| Job Interviewer Information | | | | |
| Date | Time of Interview | | Interviewer | Results |
| | | | | |
| Date of Contact | Employer: | Name, Address, Phone # | Person Contacted | Results |
| | | | | |
| Job Interviewer Information | | | | |
| Date | Time of Interview | | Interviewer | Results |
| | | | | |
| Date of Contact | Employer: | Name, Address, Phone # | Person Contacted | Results |
| | | | | |
| Job Interviewer Information | | | | |
| Date | Time of Interview | | Interviewer | Results |
| | | | | |
| Date of Contact | Employer: | Name, Address, Phone # | Person Contacted | Results |
| | | | | |
| Job Interviewer Information | | | | |
| Date | Time of Interview | | Interviewer | Results |
| | | | | |
| Date of Contact | Employer: | Name, Address, Phone # | Person Contacted | Results |
| | | | | |
| Job Interviewer Information | | | | |
| Date | Time of Interview | | Interviewer | Results |
| | | | | |

BAD

APPLICATION FOR EMPLOYMENT

This generic application is provided by WorkSource Washington. This form complies with federal and state laws against discrimination; however, employers using this form should check local ordinances. WorkSource Washington and Washington State Employment Security are not responsible for the misuse of information provided on this form. Provide all information requested by printing in ink or typing. Use the 'TAB' key to move through the document.

GENERAL INFORMATION

| | | | |
|--|---|------------------|---------------------------------------|
| Name (Last) Re Jones | (First) Rebecca | (Middle Initial) | Home Telephone () 555-2987 |
| Address (Mailing Address) 451 W. Nowhere | (City) City. | (State) | (Zip) |
| E-Mail Address biteme@yahoo.com | Are you legally entitled to work in the U.S.? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 9411 | | |

POSITION

| | | |
|--|---|--|
| Position Or Type Of Employment Desired Whatevers Available | Will Accept: <input checked="" type="checkbox"/> Part-Time <input checked="" type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Temporary | Shift: <input checked="" type="checkbox"/> Day <input type="checkbox"/> Swing <input type="checkbox"/> Graveyard <input type="checkbox"/> Rotating |
| Are you able to perform the essential functions of the job you are applying for, with or without reasonable accommodation? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Salary Desired the most I can get. | Date Available After vacation | |

EDUCATION AND TRAINING

High School Graduate Or General Education (GED) Test Passed? Yes No
If no, list the highest grade completed

College, Business School, Military (Most recent first)

| Name and Location | Dates Attended Month/Year | Credits Earned | | Graduate | Degree & Year | Major or Subject |
|--------------------------------|------------------------------------|-----------------------------|-----------------|--|---------------|--------------------------|
| | | Quarterly or Semester Hours | Other (Specify) | | | |
| River Ridge High School | From 9/89 To 6/93 | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | 1993 | |
| ABC Business School | From To July 1995 | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | office / clerical |
| | From To | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| | From To | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |

| | | | |
|---|-------------------------------|----------------------------------|--------------------------------------|
| Occupational License, Certificate or Registration WA Drivers License | Number JONESRJ449DB | Where Issued Bremerton | Expiration Date April 1999 |
| Occupational License, Certificate or Registration High School Spanish (2 qtrs.) | Number | Where Issued | Expiration Date |
| Occupational License, Certificate or Registration | Number | Where Issued | Expiration Date |

Languages Read, Written or Spoken Fluently Other Than English
→ **High School Spanish (2 qtrs.)**

VETERAN INFORMATION (Most recent)

| | | |
|--|---------------|-------------------|
| Branch of Service Never been in the Army | Date of Entry | Date of Discharge |
|--|---------------|-------------------|

SPECIAL SKILLS (List all pertinent skills and equipment that you can operate)

(Maximum 300 characters) **Computer, zerox machine**

WORK EXPERIENCE (Most Recent First) (Include voluntary work and military experience)

BAD!!

| | | |
|--|-----------------------------|---|
| Employer <i>Kalston's Lumber</i> | Telephone Number () - | From (Month/Year) <i>September 9, 1995</i> |
| Address <i>2980 Pacific Oly.</i> | | To (Month/Year) <i>June 17, 1997</i> |
| Job Title <i>Receptionist / Gopher</i> | Number Employees Supervised | Hours Per Week <i>Prefer Afternoons</i> |
| Specific Duties (Maximum 350 characters) <i>Made coffee, answered the phone, had to work on Saturday, sorted bills.</i> | | Last Salary <i>\$8.00</i> |
| Reason For Leaving <i>They said they didn't need me anymore.</i> | | Supervisor <i>Doris, the bosses wife</i> |
| May We Contact This Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Employer <i>St. Peter's Church</i> | Telephone Number () - | From (Month/Year) <i>About</i> |
| Address <i>on Waverly, across from Graham's Bowling Alley</i> | | To (Month/Year) <i>5 years</i> |
| Job Title | Number Employees Supervised | Hours Per Week <i>2</i> |
| Specific Duties (Maximum 350 characters) <i>worked at the church, made bullitens.</i> | | Last Salary <i>Free</i> |
| Reason For Leaving | | Supervisor |
| May We Contact This Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Employer | Telephone Number () - | From (Month/Year) |
| Address | | To (Month/Year) |
| Job Title | Number Employees Supervised | Hours Per Week |
| Specific Duties (Maximum 350 characters) | | Last Salary |
| Reason For Leaving | | Supervisor |
| May We Contact This Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Employer | Telephone Number () - | From (Month/Year) |
| Address | | To (Month/Year) |
| Job Title | Number Employees Supervised | Hours Per Week |
| Specific Duties (Maximum 350 characters) | | Last Salary |
| Reason For Leaving | | Supervisor |
| May We Contact This Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No | | |

I certify the information contained in this application is true, correct, and complete. I understand that, if employed, false statements reported on this application may be considered sufficient cause for dismissal.

Signature of Applicant *Rebecca Jones* Date _____

Interviewer's Comments:

| |
|--|
| |
| |
| |

Good

APPLICATION FOR EMPLOYMENT

This generic application is provided by WorkSource Washington. This form complies with federal and state laws against discrimination; however, employers using this form should check local ordinances. WorkSource Washington and Washington State Employment Security are not responsible for the misuse of information provided on this form. Provide all information requested by printing in ink or typing. Use the 'TAB' key to move through the document.

GENERAL INFORMATION

| | | | |
|---|---|------------------------|---------------------------------|
| Name (Last) Jones | (First) Rebecca | (Middle Initial) L. | Home Telephone (360)555-2987 |
| Address (Mailing Address) 451 West Nowhere | (City) Olympia | (State) WA | (Zip) 98513 |
| E-Mail Address rjones@yahoo.com | Are you legally entitled to work in the U.S.? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | | |

POSITION

| | | |
|--|--|---|
| Position Or Type Of Employment Desired Receptionist | Will Accept: <input checked="" type="checkbox"/> Part-Time <input checked="" type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Temporary | Shift: <input checked="" type="checkbox"/> Day <input type="checkbox"/> Swing <input type="checkbox"/> Graveyard <input type="checkbox"/> Rotating |
| Are you able to perform the essential functions of the job you are applying for, with or without reasonable accommodation? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Salary Desired \$9.00 - \$15.00 hr. | Date Available 7/1/97 | |

EDUCATION AND TRAINING

High School Graduate Or General Education (GED) Test Passed? Yes No
 If no, list the highest grade completed

College, Business School, Military (Most recent first)

| Name and Location | Dates Attended Month/Year | Credits Earned | | Graduate | Degree & Year | Major or Subject |
|---------------------|------------------------------|-----------------------------|-----------------------------|---|---------------------|--------------------------|
| | | Quarterly or Semester Hours | Other (Specify) | | | |
| ABC Business School | From 9/94 | | 1500 classroom hours. | <input checked="" type="checkbox"/> Yes | Certificate 1993 | Office Administration |
| | To 7/95 | | | <input type="checkbox"/> No | | |
| | From | | | <input type="checkbox"/> Yes | | |
| | To | | | <input type="checkbox"/> No | | |
| | From | | | <input type="checkbox"/> Yes | | |
| | To | | | <input type="checkbox"/> No | | |
| | From | | | <input type="checkbox"/> Yes | | |
| | To | | | <input type="checkbox"/> No | | |

| | | | |
|---|--------|--------------|-----------------|
| Occupational License, Certificate or Registration Not Applicable | Number | Where Issued | Expiration Date |
| Occupational License, Certificate or Registration | Number | Where Issued | Expiration Date |
| Occupational License, Certificate or Registration | Number | Where Issued | Expiration Date |

Languages Read, Written or Spoken Fluently Other Than English
None

VETERAN INFORMATION (Most recent)

| | | |
|-------------------------------------|---------------|-------------------|
| Branch of Service Not Applicable | Date of Entry | Date of Discharge |
|-------------------------------------|---------------|-------------------|

SPECIAL SKILLS (List all pertinent skills and equipment that you can operate)

(Maximum 300 characters)

Multi-line telephone, photocopiers, adding machine. Personal Computer and Software: Windows 95, MS office 97, Excel, Power Point.

WORK EXPERIENCE (Most Recent First) (Include voluntary work and military experience)

| | | |
|--|--|--------------------------------------|
| Employer <u>Raiston's Lumber</u> | Telephone Number <u>(360) 555-1644</u> | From (Month/Year) <u>9/95</u> |
| Address <u>2900 Pacific Avenue Olympia, WA 98513</u> | | To (Month/Year) <u>6/97</u> |
| Job Title <u>Receptionist/office staff person</u> | Number Employees Supervised <u>0</u> | Hours Per Week <u>40</u> |
| Specific Duties (Maximum 350 characters) <u>Answered a multi-line telephone, forwarded telephone calls to the appropriate departments. Compiled billing records (accounts payable and receivable) into sorted files, directed customers to the services requested, prepared weekly progress reports for sales representatives, assisted in monthly inventory activities by completing order forms for shipping.</u> | | Last Salary <u>\$ 8.00 / hour</u> |
| Reason For Leaving <u>Laid off due to lack of work.</u> | | Supervisor <u>Doris Conley</u> |
| May We Contact This Employer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Employer <u>St. Peter's Church</u> | Telephone Number <u>(360) 555-2401</u> | From (Month/Year) <u>6/92</u> |
| Address <u>1176 Waverly Dr. Olympia, WA 98502</u> | | To (Month/Year) <u>6/97</u> |
| Job Title <u>Volunteer office worker</u> | Number Employees Supervised <u>0</u> | Hours Per Week <u>2</u> |
| Specific Duties (Maximum 350 characters) <u>Assist the Church Executive Secretary, prepare bulletins for distribution at services. Gather information from the pastor and church members, prioritize information by date, type announcements, format the bulletin using Corel Ventura desktop publishing software, print and fold the bulletins, deliver bulletins to the head usher.</u> | | Last Salary <u>None</u> |
| Reason For Leaving <u>Currently employed</u> | | Supervisor <u>Everlyn Miller</u> |
| May We Contact This Employer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Employer | Telephone Number () - | From (Month/Year) |
| Address | | To (Month/Year) |
| Job Title | Number Employees Supervised | Hours Per Week |
| Specific Duties (Maximum 350 characters) | | Last Salary |
| Reason For Leaving | | Supervisor |
| May We Contact This Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Employer | Telephone Number () - | From (Month/Year) |
| Address | | To (Month/Year) |
| Job Title | Number Employees Supervised | Hours Per Week |
| Specific Duties (Maximum 350 characters) | | Last Salary |
| Reason For Leaving | | Supervisor |
| May We Contact This Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No | | |

I certify the information contained in this application is true, correct, and complete. I understand that, if employed, false statements reported on this application may be considered sufficient cause for dismissal.

Signature of Applicant Rebecca Jones Date 7/1/97

Interviewer's Comments:

| |
|--|
| |
| |
| |