Pathways to Success
A Basic Living Skills Curriculum

The Job Application

Revised 2017
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. Some job applications may be completed on-line at the place of work, or on-line on any home computer. Be sure you have a phone number where you can be reached. If you don’t know how to use a computer, take someone with you who does know.
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.
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. If you can’t use a computer very well, take someone with you who can use a computer.
- 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.
Personal Data Sheet

NAME: Mary Job Seeker

ADDRESS: 123 Elm Street, Anytown, OK 70001

TELEPHONE NUMBER: (405) 111-1000

SOCIAL SECURITY NUMBER: 500-00-1000

EDUCATION
Schools Attended | Dates Attended
-----------------|-----------------
Anytown High School, Anytown, OK | 1995-1997
GED | Anytown, OK | 1997

WORK EXPERIENCE
Date Employed | Name and Address of Employer | Work Performed
---------------|------------------------------|-----------------
1999- | ABC Public Schools | Custodian
1997-1999 | Good Eating Cafe | Cook's Assistant
101 Main St., Anytown, OK 70002
1995-1997 | Maurice Walter Bayal | Babysitting
515 East Cotton, Anytown, OK 70002

REFERENCES
Name | Address | Telephone Number
-----|--------|------------------
Bob Jameson | Head Custodian, ABC HS, 123 Main St., Anytown, OK 70001 | (405) 222-1000
Francis Brown | First Cook, Good Eating Cafe, Anytown, OK | (405) 333-1000
Clyde James | Pastor, Hilltop Church, 210 Main St., Anytown, OK | (405) 222-2000

Jobs: Preparation & Placement (Volume 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

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

Jobs: Preparation & Placement (Volume 1), Department of Employment and Training
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
   yes ___ no

Circle your answer
   1 2 3 4 5

Underline your response
   temporary or permanent

Place an X in the blank
   ___ 1 ___ 2 ___ 3

Write; do not print
   write

Please print
   PRINT

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 ✓ Spanish ___
   Other ___
   If there is no line, or box, or circle, you may either circle or underline.

EXPECTED WEEKLY WAGE: $25 $50 $75 $100 or
   $25 $50 $75 $100

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?

   Why?

4. Use the extra application forms to practice your new skill of filling out application forms.
**SAMPLE**  
**APPLICATION FOR EMPLOYMENT**  
(PRE-EMPLOYMENT QUESTIONNAIRE) (AN EQUAL OPPORTUNITY EMPLOYER)

**PERSONAL INFORMATION**

- **Name:** John D.
- **Social Security Number:** 444-44-4444
- **Present Address:** 123 North Washington Ave, Anytown, OK 72727
- **Permanent Address:** Same
- **Phone No.:**
- **Are You 18 Years or Older:** Yes

**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
- **Weight:** 250 lbs.
- **Date of Birth:**
- **What Foreign Languages do you speak fluently?**
- **Have you been convicted of a felony or misdemeanor within the last 5 years?** Yes

*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.

**EMPLOYMENT DESIRED**

- **Position:** Driver, Maintenance, Production
- **Date You Can Start:** Now
- **Salary Desired:**
- **Are You Employed Now?** No
- **Ever Applied to This Company Before?** No

**EDUCATION**

<table>
<thead>
<tr>
<th>Education Type</th>
<th>Name and Location of School</th>
<th><em>No of Years Attended</em></th>
<th><em>Did You Graduate</em></th>
<th>Subjects Studied</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grammar School</td>
<td>Anytown High School</td>
<td>8</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>High School</td>
<td>Someplace High School</td>
<td>4</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>College</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*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**

<table>
<thead>
<tr>
<th>U.S. Military or Naval Service</th>
<th>Rank</th>
<th>Present Membership in National Guard or Reserves</th>
</tr>
</thead>
</table>
FORMER EMPLOYERS (LIST BELOW LAST FOUR EMPLOYERS, STARTING WITH LAST ONE FIRST).

<table>
<thead>
<tr>
<th>DATE MONTH AND YEAR</th>
<th>NAME AND ADDRESS OF EMPLOYER</th>
<th>SALARY</th>
<th>POSITION</th>
<th>REASON FOR LEAVING</th>
</tr>
</thead>
<tbody>
<tr>
<td>FROM 1/08 TO 12/09</td>
<td>Sam Green Auto Parts</td>
<td>$6.50</td>
<td>Driver</td>
<td>Store Closed</td>
</tr>
<tr>
<td>FROM 10/05 TO 10/07</td>
<td>Tom Brown Tom's</td>
<td>5.75</td>
<td>Bagger</td>
<td>Layoffs</td>
</tr>
<tr>
<td>FROM</td>
<td>TO</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TO</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FROM</td>
<td>TO</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

REFERENCES: GIVE THE NAMES OF THREE PERSONS NOT RELATED TO YOU WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.

<table>
<thead>
<tr>
<th>NAME</th>
<th>ADDRESS</th>
<th>BUSINESS</th>
<th>YEARS ACQUAINTED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Pastor Smith</td>
<td>Church St, Anytown</td>
<td>Passer</td>
<td>5</td>
</tr>
<tr>
<td>2 Mrs. A. Jones</td>
<td>Some Place H.S.</td>
<td>UO-Teacher</td>
<td>1</td>
</tr>
<tr>
<td>3 Mr. Tom Brown</td>
<td>E.E.A, Anytown</td>
<td>Grocery</td>
<td>2</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>NAME</th>
<th>ADDRESS</th>
<th>PHONE NO</th>
</tr>
</thead>
</table>

"I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT, IF EMPLOYED, FALSE STATED 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

DO NOT WRITE BELOW THIS LINE

INTERVIEWED BY

DATE

HIRED ☐ Yes ☐ No

POSITION DEPT.

SALARY/WAGE

DATE REPORTING TO WORK

APPROVED: 1.

EMPLOYMENT MANAGER 2.

DEPT. HEAD 3.

GENERAL MANAGER

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

<table>
<thead>
<tr>
<th>Typing</th>
<th>Yes</th>
<th>No</th>
<th>WPM</th>
<th>Word</th>
<th>Yes</th>
<th>Processing</th>
<th>No</th>
<th>WPM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal</td>
<td>Yes</td>
<td>PC</td>
<td>Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer</td>
<td>No</td>
<td>Mac</td>
<td>Skills</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please list two references other than relatives or previous employers.

<table>
<thead>
<tr>
<th>Name</th>
<th>Name</th>
<th>Position</th>
<th>Position</th>
<th>Company</th>
<th>Company</th>
<th>Address</th>
<th>Address</th>
<th>Telephone</th>
<th>Telephone</th>
</tr>
</thead>
</table>

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.

<table>
<thead>
<tr>
<th>Name of employer</th>
<th>Name of last supervisor</th>
<th>Employment dates</th>
<th>Pay or salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td></td>
<td>From  Start</td>
<td></td>
</tr>
<tr>
<td>City, State, Zip Code</td>
<td></td>
<td>To  Final</td>
<td></td>
</tr>
</tbody>
</table>

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.

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**APPLICATION FOR EMPLOYMENT**

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<table>
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<tr>
<th>Name of employer Address</th>
<th>City, State, Zip Code</th>
<th>Phone number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of last supervisor</td>
<td>Employment dates</td>
<td>Pay or salary</td>
</tr>
<tr>
<td></td>
<td>From</td>
<td>Start</td>
</tr>
<tr>
<td></td>
<td>To</td>
<td>Final</td>
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<tr>
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<td></td>
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<td>Employment dates</td>
<td>Pay or salary</td>
</tr>
<tr>
<td></td>
<td>From</td>
<td>Start</td>
</tr>
<tr>
<td></td>
<td>To</td>
<td>Final</td>
</tr>
<tr>
<td>Your last job title</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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? ____________________________________________
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.

<table>
<thead>
<tr>
<th>Definitions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benefits</td>
</tr>
<tr>
<td>Résumé</td>
</tr>
</tbody>
</table>
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.

Résumé

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. ↓
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?
Use the items from your personal data sheets on page 5 and the last pages in this lesson to help with your résumé.
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.
A letter of application goes with your résumé.

Sample Letter

Your name
Address
City, State Zip

Current Date

(Person’s name if possible - could put you ahead of others)
Company’s name
Address
City, State Zip

This letter is in response to your ad of Sunday, November 6, in the State Newspaper. I feel I have many of the qualifications you are seeking. I am enclosing my résumé listing my work history.

I would like to meet with you to discuss the job and how we could work together.

Sincerely,

Your name

Definition

Qualifications the things needed for doing the job
Write a letter of application.

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________
# 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 (______)_________________
Work History Worksheet

Starting with your present or most recent job, list your work experiences.

1. Employer _________________________________________________________________
   Address ________________________________________________________________
   Street          City          State          Zip
   Phone (          )   Dates (From)   (To)   ____________________________
   Salary   Duties of the Job ________________________________________________
   ________________________________________________________________
   Reason for Leaving _________________________________________________

2. Employer _______________________________________________________________
   Address ________________________________________________________________
   Street          City          State          Zip
   Phone (          )   Dates (From)   (To)   ____________________________
   Salary   Duties of the Job ________________________________________________
   ________________________________________________________________
   Reason for Leaving _________________________________________________

3. Employer _______________________________________________________________
   Address ________________________________________________________________
   Street          City          State          Zip
   Phone (          )   Dates (From)   (To)   ____________________________
   Salary   Duties of the Job ________________________________________________
   ________________________________________________________________
   Reason for Leaving _________________________________________________

(continued)
4. Employer

Address

Phone ( ) Dates (From) (To)

Salary Duties of the Job

Reason for Leaving

5. Employer

Address

Phone ( ) Dates (From) (To)

Salary Duties of the Job

Reason for Leaving

6. Employer

Address

Phone ( ) Dates (From) (To)

Salary Duties of the Job

Reason for Leaving

7. Employer

Address

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.

<table>
<thead>
<tr>
<th>Name of School</th>
<th>Address</th>
<th>Street</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Elementary School</td>
<td>Address</td>
<td>Street</td>
<td>City</td>
<td>State</td>
<td>Zip</td>
</tr>
<tr>
<td>Number of Years Attended</td>
<td>Did You Graduate?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name of High School</td>
<td>Address</td>
<td>Street</td>
<td>City</td>
<td>State</td>
<td>Zip</td>
</tr>
<tr>
<td>Number of Years Attended</td>
<td>Did You Graduate?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Other Schools Attended
Examples: Vo-Tech, Trade, Business, Correspondence, College

<table>
<thead>
<tr>
<th>Name of School</th>
<th>Address</th>
<th>Street</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of School</td>
<td>Address</td>
<td>Street</td>
<td>City</td>
<td>State</td>
<td>Zip</td>
</tr>
<tr>
<td>Number of Years Attended</td>
<td>Did You Graduate?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Oklahoma Cooperative Extension Service, Oklahoma State University