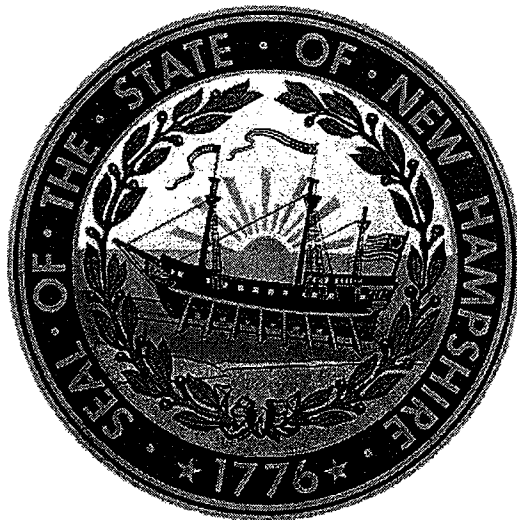


JOB SEARCH INFORMATION SERIES

*JOB
APPLICATIONS*



Employment
SECURITY

Job Applications

Employment applications are an important part of your job search. Some employers require the application as the first step in the selection process. Others may not require it until later. No matter when the application is requested, it is an important job search tool. It provides an opportunity to sell your qualifications. The completed application may be the first impression the employer has of you.

The application is a legal document and is required by many employers, regardless of the submittal of a resume.

The employment application is used to obtain information about your qualifications and to compare you to other applicants. Companies may receive hundreds or even thousands of applications each year. Therefore, they look for ways to reduce the number of applications they will read thoroughly. The employer "screens out" many applications based on various factors in the application. You need to do everything possible to create the "perfect" application.

REMEMBER: The application is truly a pre-employment test

DON'T Fail IT!

The Following are some general guidelines for completing applications.

BE HONEST

You must be truthful on an application. The information you provide may become part of your permanent employment record. False information can become the basis for dismissal. Provide only information the employer is seeking or is necessary to sell your qualifications.

Visual Impact

- It is a good idea to make a copy of the application in case you make a mistake. Fill out the application completely, neatly, and with no errors in grammar or spelling. Print clearly in black ink, do not use abbreviations, and respond to all questions. Use N/A (not applicable) if the section does not apply to you. This shows the employer that you made an honest effort to fill out the entire

application; you didn't overlook anything. If you are seeking professional or office jobs, you may want to type the application.

- Keep in mind the person you are getting the application from **MAY** be the person with the hiring authority.
- Dress as if you were coming for an interview.
- Be prepared; bring 2 pens (preferably black ink) with sample application/pocket resume.

Follow Directions

Read the entire application before you complete it. Pay close attention to what is being asked and how you are expected to respond. Read and respect section that say "Do Not Write Below This Line," or "Office Use Only." These sections may give insight into the evaluation process.

Be Positive

During your job search you want to present a positive, honest picture of yourself. Avoid any negative information. Look for ways that show you are the right person for the job. Think of what you would look for in an employee if you were an employer.

Target Your Qualifications

Many applications have limited space to display your skills, experience, and accomplishments. Increase your chances of gaining an interview by carefully selecting what you will include on the application. Display your qualifications that meet the specific needs of the job. Read the job description carefully. Advance knowledge of the company, its products or services, and especially the skills needed to do the job will help you choose the appropriate information to include. For ideas and techniques on doing employer research, go to our Web Site: www.nhes.state.nh.us.

Position Desired

Employers will not try to figure out where you fit in their organization. If the job is an advertised job or if you are looking for a specific position, enter that job title in the blank space provided. When you are not applying for a specific position, state the name of the department in which you wish to work. If you are interested in more than one job, fill out more than one application. **DO NOT WRITE**

"ANYTHING". A potential employer expects you to know which position you are best suited for and where your skills would best be utilized in the company.

Job Gaps

If you have job gaps in your employment history, be sure to think of positive ways you were spending your time while unemployed. Make your answer short, simple, and truthful. Examples include managing and maintaining a household, attending school, and providing childcare. If you were volunteering for an organization, be sure to state the name of the organization and the type of work you were doing. This will prepare you to answer questions regarding your job gap.

Salary Requirements

When asked about salary requirements, it is best to give a salary range or to respond with "negotiable." Use one of these responses even if you know the wage. You never know what the future holds, and you could negotiate a higher salary. Remember that questions about salary may be "knockout" questions used to reduce the number of applicants.

REASONS FOR LEAVING

Carefully choose your words when responding to this question. Negative responses may provide a swift way for the employer to eliminate your application from consideration.

When stating why you left a job, it is important to avoid using the words "fired," "quit," "illness," or "personal reasons." These responses may reduce your chances of being hired. Always look for positive statements. If you respond with, "Will explain at the interview," you can expect to be called on to do so. Often there are better ways to respond. Think of a way you can put your reason in a positive light. Examples: "Returned to school to learn new skills," or "To find a job that more closely matched my skills."

Fired

Do not use the terms "fired" or "terminated." Find a phrase that sounds neutral such as "involuntary separation." You may want to call past employers to find out what they will say in response to reference checks. When contacting former employers, reintroduce yourself and explain you are looking for a new job. Ask what they will say if they are contacted for a reference check. If you were terminated,

you may want to request that this employer simply verify your dates of employment, job title, and describe your job duties. You may also consider having a confidante call and ask for a reference, then report to you what is said. In the future, if you are faced with being terminated, you may request that the employer's record documents a mutually agreeable reason for separation, and explain you are concerned that a record saying you were "terminated" may have a negative impact on your employability.

Quit

If you quit your job, be prepared to offer an explanation. If you quit under less than favorable conditions, avoid saying anything negative about the employer. You may want to use the term "resigned" or "voluntarily separated" which implies you followed proper procedures in leaving the job. There are many positive, valid reasons why you may have quit your job. You should be prepared to explain the reason on the application and/or in the interview.

Quit for a better job

This response includes: leaving for advancement potential, leaving to work closer to home, leaving for a better work environment, or leaving for a career change. If you quit for a better job, there should not be a long break in employment; your employment history should support the statement.

Quit to move to another area

In this case, you quit without having another job. You may have moved to be nearer to your family, to an area with greater economic potential, to an area better suited for raising children, etc. Be careful not to use this reason for more than one employer on your application as it might appear you are not a dependable or stable employee.

Quit to attend school

If you use this reason, the education listed on your application and/or resume must agree. Preferably, your school program is consistent with your career goals. You should assure the employer any continuing school activities would not interfere with the job.

Other reasons for quitting a job include volunteer work (state what kind of work and with whom you did volunteer work), starting your own business, or raising your

family. In all these cases, you need to assure the employer you are now fully ready to assume the responsibilities of the job.

Laid off

If you were laid off from a job due to no fault of your own, tell the employer the circumstances. Phrases you might want to use include lack of work, lack of operating funds, temporary employment, seasonal employment, company closed, plant closing, company downsized, a corporate merger, etc.

REFERENCES

Choose your references with care. Someone who is influential in the community or business may be an effective reference, but should not be selected for this reason alone. Look for people who honestly know you and will speak objectively. Avoid references where the potential employer may assume a bias in the relationship, such as your spouse. Avoid references that may be controversial or may concern the employer. Examples of these types of references are clergy, counselors or social workers. Of course, these are general guidelines and ultimately it is up to you to choose the best references. You may even want to use different references for different employment opportunities. Here are some general guidelines in selecting your references:

- When using someone as a reference, always get permission first.
- Tell them about your job search and the type of job opportunities you are seeking.
- Coach them so they will be prepared to present you as an ideal candidate.
- Find out if the reference would prefer to be contacted at work or home. Find out the best time to reach her/him. Give this information to the prospective employer.
- Be prepared to provide the reference's occupation, phone number, length of time you have known each other, and the nature of the relationship.
- Send your references a thank you note when you know they have given you a reference.
- There are four types of references (be prepared to give references from as many reference types as possible):

Employment: Includes past employers, co-workers, subordinates, or clients who can speak about your specific employment experience. You can also list the people for whom

you perform volunteer activities, babysitting, lawn mowing, and other odd jobs.

Professional: People who know you on a professional basis. May include contacts from business and sales, 4-H clubs, or professional and community organizations.

Academic: Instructors and vocational counselors who can speak about your academic endeavors (appropriate for current students or recent graduates).

Personal: Neighbors and friends who know you personally and can describe your self-management skills. Doctors, librarians, bankers, and landlords may also be used as references. Use the names of people who can tell an employer you can be depended on to do a good job.

Besides preparing a list of references, you may want to secure copies of letters of recommendation from former supervisors, team members, instructors, and the like. These will be easier to obtain while you are still working or in school. However, it is possible to get them after you have left employment. Copies of written performance evaluations or grades (transcripts) from current or past employers and schools may also be helpful.

COMPLETING AN APPLICATION

Just as a toolbox contains many tools to get a job done the following are some more ideas to help you "get the job" done.

Illegal Questions

Applications may contain questions that are tricky or even illegal. These may include questions about age, gender, disabilities, health, marital status, children, race, arrests or convictions, religion, and workers' compensation. Read the application first so you can plan your answer. You need to decide how you will respond. If the question does not bother you, answer it. If it does bother you, you may want to use N/A or a dash (-). Keep in mind you may get screened out by having too many of these responses. For additional information about researching employers see our web site www.nhes.state.nh.us

Legal Rights

Recent legislation helps ensure that you are not asked illegal questions, occasionally these questions come up on an application. Human Resource personnel are usually aware of what's legal and illegal. Others involved in the hiring process may not have the same awareness.

It is your right to withhold information unrelated to the job. However, research shows that refusing to answer questions may hurt your employment prospects. Think through possible illegal questions ahead of time and decide how you will handle them. If it does not bother you to answer a question, go ahead and answer it. If the question does bother you, be ready to address it in a way that will not offend the interviewer. The key to effectively handling difficult questions is to prepare suitable answers well before the interview.

Listed below are examples of legal and discriminatory questions.

LEGAL QUESTIONS

- Describe your education.
- What experience qualifies you for this job?
- Do you have licenses/certifications for this job?
- Are you willing to travel?
- What name(s) are you working records under?
- Are you available for overtime?
- Do you have the legal right to work in the U.S.?

Discriminatory or Illegal Questions

- What is your age or date of birth?
- Have you ever been arrested? (An employer has the right to exclude people who have been convicted on certain jobs. It is always illegal to ask questions about arrests.)
- How many children do you have? What are their ages?, Have you made child care arrangements?
- What is your race, religion, or national origin?
- What is your credit record?
- Do you own your home?
- What is your garnishment record?
- What is your maiden name?
- What is or was your spouse's name or line of work?

- Have you ever filed a Worker's Compensation claim or been injured on the job?
- Do you have any physical impairments which would prevent you from performing the job for which you are applying?

Title I of ADA lists these additional prohibited questions:

- What is your hair/eye color? What is your height/weight?
- Has a psychiatrist or psychologist ever treated you? If so, for what condition?
- Is there any health-related reason you may not be able to perform the job for which you are applying?
- How many days were you absent for work because of illness last year?
- Are you taking any prescribed drugs?
- Have you ever been treated for drug addiction or alcoholism?

AFTER HIRING, an employer may request:

- Birth certificate
- Affirmative action statistics
- Marital status
- Proof of citizenship
- Photographs
- Physical exam and drug testing
- Social Security card or alien registration card

Letters of Recommendation

Letters of recommendation are written evaluations of your work performance and work habits. They are usually written by your present or previous supervisor, manager, or team member at your request. They are used to recommend you to another employer. Employers are not obligated to write these letters and may not write them due to liability issues and company policy. If you have been a good employee, many will do so to help you obtain a new position.

If you are a student who just completed training and have little or no work experience, you can ask your instructor, internship supervisor, advisor, mentor, or volunteer coordinator to write a letter of recommendation.

If you are a person new to the labor market, with no paid work experience, it is acceptable for you to ask your landlord, neighbor, volunteer coordinator, community leader, etc., to write a letter of recommendation. It should be someone you have completed a task or project with or someone who knows you well. They

need to address how long they have known you, the quality of your work or participation, dedication, skills, and work habits.

Performance Evaluations

A performance evaluation is a formal, written review or evaluation of your work. It usually covers a specific period of time and includes the quality, quantity, work habits, and attitude with which you have performed your job. It can also state your promotions, demotions, and reprimands. Positive performance evaluations can be included with your resume or application to bolster your credentials and increase your opportunities of securing a job.

WORK SAMPLES

Jan, a hairdresser, took pictures of her customers before and after she did their hair. This convinced the employer she was capable of doing a good job and was hired immediately.

"A picture is worth a thousand words." If this saying is true, consider the possibilities for showcasing your qualifications. Presenting a "picture" of your accomplishments using work samples will produce immediate impact and understanding of your skills.

Work samples can be presented in a variety of ways. Traditionally, artists and photographers prepare a portfolio of their best work. Video and audiotapes are used by those seeking work in the performing arts. Published works are the portfolios of journalists and reporters.

Almost every occupation lends itself to the use of work samples. A chef or baker could show photographs of culinary creations. Tailors or seamstresses could wear examples of the clothing they produced. A secretary could have a writing sample completed in school. Office support staff might present brochures, reports, or newsletters as samples of their work. A mechanic could present pictures of auto restorations. Facilitators or trainers could use participant evaluations and videos of presentations. Other sources of work samples include hobbies, sports, scouts, hunting, fishing, crafts, volunteer work, and other interests.

Work Sample Advantages

Builds self-confidence: presents the tangible evidence of what you have accomplished.

Proves your credibility: shows you have the experience and can accomplish the tasks.

Proves you can do the job: overcomes the perception that you lack experience or are underqualified.

Be proactive with your work samples. While work samples may be used any time during your job search, you would usually present them at an interview. Promote the fact that you have them and want to use them to illustrate your skills, abilities, and accomplishments. After all, you are proud of what you have done. Show it!

Gene, a truck driver, built a home for his family during his free time. He did most of the work himself. When an injury forced him to find another occupation, Gene applied for a position at the "help desk" in a building supply center. Using a set of photographs his wife had taken during the construction of their house, Gene convinced the hiring manager he had the necessary knowledge and experience with building materials and tools.

STATE APPLICATIONS

Anyone interested in applying for a State position can obtain an application from the State Department of Personnel in Concord, or download one from the NHES Web Site. You may also obtain a State Application from any New Hampshire Department of Employment Security or the agency that has the job opening.

Follow the directions **EXACTLY** as indicated on the application.

Emphasize your work experience and education that are specifically related to the job for which you are applying. You can omit unrelated jobs, to allow room to include related experience. Dates are not as important as work experience.

The state specifications list typical duties, required minimum qualifications, worker characteristics and application instructions. It is strongly suggested that you obtain a job announcement before filling out any State application.

Each position you apply for requires a separate application. It is suggested you make a copy of each completed application before you submit it.

Include any copies of required documentation, licenses, transcripts, etc. with your application. **YOUR APPLICATION WILL NOT BE CONSIDERED WITHOUT THEM.**

REMEMBER: The application is truly a pre-employment test. Don't fail it!

On the next few pages are examples of different types of applications from various Agencies and an example of an unacceptable completed application.

Remember: job applications are a reflection of you!

Tips for Completing an Application

- Have a resume, model application or "pocket resume" (provided in this booklet) with you, containing dates of employment, schools attended, names addresses and phone numbers of references etc. This will insure that all the applications you fill out will contain consistent information and will save you in the end.
- Write out responses using a separate sheet of paper before completing the application. An alternative is to obtain a second application.

Whenever possible, take the application home so you can fill it out where you are comfortable and can take your time. Read the directions carefully. It is often helpful to discuss your answers with someone else to give you perspective and direction to your responses.

Use correction fluid sparingly for fixing minor errors. Double check grammar, spelling, and contend. When possible ask someone to proofread it.

A typed application, although optional, always creates a good impression with an employer.

If you plan to submit a resume with the application, fill out the application completely, even if the information is on your resume. **NEVER** write, "see resume." There are two reasons for this: one is that your resume and application may get separated; and two, the employer may think you do not follow instructions.

The next few pages will show samples of various types of Applications.

WEB SITES FOR JOB APPLICATIONS

www.career.ucsb.edu
www.aviationcareer.net
www.arizona.jobing.com
www.worksourcefl.com
www.vabenefits.vba.va.gov
www.careers.lon.ac.uk
www.jobsearchtech.about.com
www.quintcareers.com
www.jist.com
www.serviceaplus.com
www.tech-engine.com
www.promisingfutures.com
www.911hotjobs.com
www.uum.edu
www.uaex.edu
www.azaz.essortment.com
www.exsands.com
www.jobsfed.com
www.jobsearchtech.about.com
www.ci.la-habra.ca.us
www.kellen.net
www.friendships.org

APPLICATION FOR EMPLOYMENT

(PRE-EMPLOYMENT QUESTIONNAIRE) (AN EQUAL OPPORTUNITY EMPLOYER)

PERSONAL INFORMATION

DATE _____

NAME: LAST _____ FIRST _____ MIDDLE _____ SOCIAL SECURITY NUMBER _____

PRESENT ADDRESS: STREET _____ CITY _____ STATE _____ ZIP _____

PERMANENT ADDRESS: STREET _____ CITY _____ STATE _____ ZIP _____

PHONE NO. _____ ARE YOU 18 YEARS OR OLDER? Yes No

ARE YOU PREVENTED FROM LAWFULLY BECOMING EMPLOYED IN THIS COUNTRY BECAUSE OF VISA OR IMMIGRATION STATUS? Yes No

EMPLOYMENT DESIRED

POSITION _____ DATE YOU CAN START _____ SALARY DESIRED _____

ARE YOU EMPLOYED NOW? _____ IF SO MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? _____

EVER APPLIED TO THIS COMPANY BEFORE? _____ WHERE? _____ WHEN? _____

REFERRED BY _____

EDUCATION	NAME AND LOCATION OF SCHOOL	*NO OF YEARS ATTENDED	*DID YOU GRADUATE?	SUBJECTS STUDIED
GRAMMAR SCHOOL				
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL				

GENERAL

SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK _____

SPECIAL SKILLS _____

ACTIVITIES: (CIVIC, ATHLETIC, ETC.) _____

EXCLUDE ORGANIZATIONS, THE NAME OF WHICH INDICATES THE RACE, CREED, SEX, AGE, MARITAL STATUS, COLOR OR NATION OF ORIGIN OF ITS MEMBERS.

U.S. MILITARY OR NAVAL SERVICE _____ RANK _____ PRESENT MEMBERSHIP IN NATIONAL GUARD OR RESERVES _____

*This form has been revised to comply with the provisions of the Americans with Disabilities Act and the final regulations and interpretive guidance promulgated by the EEOC on July 26, 1991.

FORMER EMPLOYERS (LIST BELOW LAST THREE EMPLOYERS, STARTING WITH LAST ONE FIRST).

DATE MONTH AND YEAR	NAME AND ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM				
TO				
FROM				
TO				
FROM				
TO				
FROM				
TO				

WHICH OF THESE JOBS DID YOU LIKE BEST?

WHAT DID YOU LIKE MOST ABOUT THIS JOB?

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

	NAME	ADDRESS	BUSINESS	YEARS ACQUAINTED
1				
2				
3				

IN CASE OF
EMERGENCY NOTIFY

NAME

ADDRESS

PHONE NO.

"I CERTIFY THAT ALL THE INFORMATION SUBMITTED BY ME ON THIS APPLICATION IS TRUE AND COMPLETE, AND I UNDERSTAND THAT IF ANY FALSE INFORMATION, OMISSIONS, OR MISREPRESENTATIONS ARE DISCOVERED, MY APPLICATION MAY BE REJECTED AND, IF I AM EMPLOYED, MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME.

IN CONSIDERATION OF MY EMPLOYMENT, I AGREE TO CONFORM TO THE COMPANY'S RULES AND REGULATIONS, AND I AGREE THAT MY EMPLOYMENT AND COMPENSATION CAN BE TERMINATED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME, AT EITHER MY OR THE COMPANY'S OPTION. I ALSO UNDERSTAND AND AGREE THAT THE TERMS AND CONDITIONS OF MY EMPLOYMENT MAY BE CHANGED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME BY THE COMPANY. I UNDERSTAND THAT NO COMPANY REPRESENTATIVE, OTHER THAN IT'S PRESIDENT, AND THEN ONLY WHEN IN WRITING AND SIGNED BY THE PRESIDENT, HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIC PERIOD OF TIME, OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING."

DATE

SIGNATURE

DO NOT WRITE BELOW THIS LINE

INTERVIEWED BY

DATE

REMARKS:

NEATNESS

ABILITY

HIRED: Yes No

POSITION

DEPT.

SALARY/WAGE

DATE REPORTING TO WORK

APPROVED: 1.

2.

3.

EMPLOYMENT MANAGER

DEPT. HEAD

GENERAL MANAGER

Acceptable Application - Sample

APPLICATION FOR EMPLOYMENT

(PRE-EMPLOYMENT QUESTIONNAIRE) (AN EQUAL OPPORTUNITY EMPLOYER)

Correa
Rebecca

MIDDLE

PERSONAL INFORMATION

DATE 10-31-02

NAME Correa Rebecca
LAST FIRST MIDDLE

SOCIAL SECURITY NUMBER 123-45-6789

PRESENT ADDRESS 123 Main Street Nashua NH 03060
STREET CITY STATE ZIP

PERMANENT ADDRESS Same as above
STREET CITY STATE ZIP

PHONE NO. (603) 555-1111 ARE YOU 18 YEARS OR OLDER? Yes No

ARE YOU PREVENTED FROM LAWFULLY BECOMING EMPLOYED IN THIS COUNTRY BECAUSE OF VISA OR IMMIGRATION STATUS? Yes No

EMPLOYMENT DESIRED

POSITION Administrative Assistant DATE YOU CAN START 11-15-02 SALARY DESIRED Negotiable

ARE YOU EMPLOYED NOW? Yes IF SO MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? Yes

EVER APPLIED TO THIS COMPANY BEFORE? No WHERE? N/A WHEN? N/A

REFERRED BY N/A

EDUCATION	NAME AND LOCATION OF SCHOOL	*NO OF YEARS ATTENDED	*DID YOU GRADUATE?	SUBJECTS STUDIED
GRAMMAR SCHOOL	<u>Anytown Grammar School Anytown, N.H.</u>	<u>6</u>	<u>yes</u>	
HIGH SCHOOL	<u>Fred Flinstone High School East Oshgosh, N.H.</u>	<u>6</u>	<u>yes</u>	<u>Business Studies</u>
COLLEGE	<u>N.H. Two Year College Anytown, N.H.</u>	<u>2</u>	<u>yes</u>	<u>Business</u>
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL				

GENERAL

SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK
Business, Sales, Marketing

SPECIAL SKILLS Microsoft Word, Word, Excel, Powerpoint, Access, Outlook

ACTIVITIES: (CIVIC, ATHLETIC, ETC.)

EXCLUDE ORGANIZATIONS, THE NAME OF WHICH INDICATES THE RACE, CREED, SEX, AGE, MARITAL STATUS, COLOR OR NATION OF ORIGIN OF ITS MEMBERS.

U.S. MILITARY OR NAVAL SERVICE U.S. Army RANK E-5 PRESENT MEMBERSHIP IN NATIONAL GUARD OR RESERVES

*This form has been revised to comply with the provisions of the Americans with Disabilities Act and the final regulations and interpretive guidance promulgated by the EEOC on July 26, 1991.



(CONTINUED ON OTHER SIDE)

FORMER EMPLOYERS (LIST BELOW LAST THREE EMPLOYERS, STARTING WITH LAST ONE FIRST).

DATE MONTH AND YEAR	NAME AND ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM 10/95 TO Present	XYZ Corporation Anytown, N.H.	\$ 24,000/yr	Admin. Ass't	Presently there
FROM 5-92 TO 9/95	52562 No Name Company Anytown, N.H.	\$ 20,000/yr	Admin. Ass't	Better Opportunity
FROM				
TO				
FROM				
TO				

WHICH OF THESE JOBS DID YOU LIKE BEST? Present

WHAT DID YOU LIKE MOST ABOUT THIS JOB? Versatility, Team Work

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

NAME	ADDRESS	BUSINESS	YEARS ACQUAINTED
1 Todd Roek	123 Main Street Anytown, N.H.	Vice President	7
2 Andrew Paul	One Street Anytown, N.H.	President	3
3 Zachary Charles	156 No Name Street Anytown, N.H.	C.E.O.	5

IN CASE OF EMERGENCY NOTIFY Barbie Brown 890 Maintenance Ave, Nashua (603) 111-1111
NAME ADDRESS PHONE NO.

"I CERTIFY THAT ALL THE INFORMATION SUBMITTED BY ME ON THIS APPLICATION IS TRUE AND COMPLETE, AND I UNDERSTAND THAT IF ANY FALSE INFORMATION, OMISSIONS, OR MISREPRESENTATIONS ARE DISCOVERED, MY APPLICATION MAY BE REJECTED AND, IF I AM EMPLOYED, MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME. IN CONSIDERATION OF MY EMPLOYMENT, I AGREE TO CONFORM TO THE COMPANY'S RULES AND REGULATIONS, AND I AGREE THAT MY EMPLOYMENT AND COMPENSATION CAN BE TERMINATED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME, AT EITHER MY OR THE COMPANY'S OPTION. I ALSO UNDERSTAND AND AGREE THAT THE TERMS AND CONDITIONS OF MY EMPLOYMENT MAY BE CHANGED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME BY THE COMPANY. I UNDERSTAND THAT NO COMPANY REPRESENTATIVE, OTHER THAN IT'S PRESIDENT, AND THEN ONLY WHEN IN WRITING AND SIGNED BY THE PRESIDENT, HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIC PERIOD OF TIME, OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING."

DATE 10-31-02 SIGNATURE Rebecca Orrea

DO NOT WRITE BELOW THIS LINE

INTERVIEWED BY _____ DATE _____

REMARKS: _____

NEATNESS _____ ABILITY _____

HIRED: Yes No POSITION _____ DEPT. _____

SALARY/WAGE _____ DATE REPORTING TO WORK _____

APPROVED: 1. _____ 2. _____ 3. _____
EMPLOYMENT MANAGER DEPT. HEAD GENERAL MANAGER

Inacceptable Application - Sample

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

PERSONAL INFORMATION

NAME: *Berbie* (LAST) *Doll* (FIRST) *Doll* (MIDDLE) DATE: _____
 SOCIAL SECURITY NUMBER: *I forgot*

PRESENT ADDRESS: *1324 Square Street* (STREET) *Anytown* (CITY) *MD.* (STATE) *12345* (ZIP)

PERMANENT ADDRESS: *It's the same* (STREET) _____ (CITY) _____ (STATE) _____ (ZIP)

PHONE NO. *111-1111* ARE YOU 18 YEARS OR OLDER? Yes No

ARE YOU PREVENTED FROM LAWFULLY BECOMING EMPLOYED IN THIS COUNTRY BECAUSE OF VISA OR IMMIGRATION STATUS? Yes No

EMPLOYMENT DESIRED

POSITION: *Anything* DATE YOU CAN START: *Anytime* SALARY DESIRED: *Any amount*

ARE YOU EMPLOYED NOW? *no* IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? _____

EVER APPLIED TO THIS COMPANY BEFORE? *no* WHERE? _____ WHEN? _____

REFERRED BY: *My agent*

EDUCATION	NAME AND LOCATION OF SCHOOL	*NO OF YEARS ATTENDED	*DID YOU GRADUATE?	SUBJECTS STUDIED
GRAMMAR SCHOOL				
HIGH SCHOOL	<i>Anytown High School</i>	<i>4</i>	<i>yes</i>	
COLLEGE				
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL	<i>None</i>	<i>2</i>	<i>no</i>	

GENERAL

SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK: _____

SPECIAL SKILLS: *I have none*

ACTIVITIES: (CIVIC, ATHLETIC, ETC.) _____

EXCLUDE ORGANIZATIONS, THE NAME OF WHICH INDICATES THE RACE, CREED, SEX, AGE, MARITAL STATUS, COLOR OR NATION OF ORIGIN OF ITS MEMBERS. _____

U.S. MILITARY OR NAVAL SERVICE: _____ RANK: _____ PRESENT MEMBERSHIP IN NATIONAL GUARD OR RESERVES: _____

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(CONTINUED ON OTHER SIDE)

FORMER EMPLOYERS (LIST BELOW LAST THREE EMPLOYERS, STARTING WITH LAST ONE FIRST).

DATE MONTH AND YEAR	NAME AND ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM 1-2002 TO 9-2002	Freds Local Bar	lot of money	Bar tender	Fired
FROM 12-01 TO 12-01	Happy time restaurant Arlington, VA	raised	waitress	argued with customers
FROM				
TO				
FROM				
TO				

WHICH OF THESE JOBS DID YOU LIKE BEST? *Don't like any of them*

WHAT DID YOU LIKE MOST ABOUT THIS JOB? *didn't*

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

NAME	ADDRESS	BUSINESS	YEARS ACQUAINTED
1 my sister Anne	Same as mine		all my life
2			
3			

IN CASE OF EMERGENCY NOTIFY *My husband John Paul* NAME ADDRESS *It's on the front* PHONE NO.

"I CERTIFY THAT ALL THE INFORMATION SUBMITTED BY ME ON THIS APPLICATION IS TRUE AND COMPLETE, AND I UNDERSTAND THAT IF ANY FALSE INFORMATION, OMISSIONS, OR MISREPRESENTATIONS ARE DISCOVERED, MY APPLICATION MAY BE REJECTED AND, IF I AM EMPLOYED, MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME. IN CONSIDERATION OF MY EMPLOYMENT, I AGREE TO CONFORM TO THE COMPANY'S RULES AND REGULATIONS, AND I AGREE THAT MY EMPLOYMENT AND COMPENSATION CAN BE TERMINATED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME, AT EITHER MY OR THE COMPANY'S OPTION. I ALSO UNDERSTAND AND AGREE THAT THE TERMS AND CONDITIONS OF MY EMPLOYMENT MAY BE CHANGED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME BY THE COMPANY. I UNDERSTAND THAT NO COMPANY REPRESENTATIVE, OTHER THAN IT'S PRESIDENT, AND THEN ONLY WHEN IN WRITING AND SIGNED BY THE PRESIDENT, HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIC PERIOD OF TIME, OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING."

DATE SIGNATURE *Berbo Don*

DO NOT WRITE BELOW THIS LINE

INTERVIEWED BY DATE

REMARKS:

NEATNESS ABILITY

HIRED: Yes No POSITION DEPT.

SALARY/WAGE DATE REPORTING TO WORK

APPROVED: 1. EMPLOYMENT MANAGER 2. DEPT. HEAD 3. GENERAL MANAGER

Mock



City of Rockville EMPLOYMENT APPLICATION

FAX # Note: Original application must be received in the Personnel Department within seven days of the FAX date.

Return to:

CITY OF ROCKVILLE
PERSONNEL DEPARTMENT
111 MARYLAND AVENUE
ROCKVILLE, MARYLAND 20850-2364
PHONE (301) 309-3270
FAX (301) 309-6831
TDD (301) 309-3187
JOB LINE: (301) 309-3273
REVISED 1/97
<http://www.ci.rockville.md.us>

Directions: Answer each and every question on all four pages of the application. A résumé may be submitted only to supplement information on the application. Résumés may not be used in place of any information requested on the application. Write "N/A" in the answer blank if the question is not applicable to you. Please type or print legibly.

Position Desired _____ Announcement No. _____ Date _____

Name _____ Social Security No. _____

Last First Middle Initial

Address _____ Telephone No. _____

Street Area Home

City State Zip Area Other

To facilitate reference checks, please indicate any other name under which you have been employed. _____

Are you a minor (under 18 years of age)? Yes _____ No _____

EDUCATION

Circle highest grade completed: 6 7 8 9 10 11 12 GED College: 1 2 3 4 5 6

Dates Attended	Institution	Course of Study	Degree Attained
(no date necessary for high School)	High School		
	Address		
	College		
	Address		
	Graduate School		
	Address		

Have you received any additional training, workshops, short courses, or performed volunteer work, etc. related to the position?

EMPLOYMENT HISTORY

Start with your present or last job and include your employment history for at least the last 10 years. Please fill out this section carefully and completely, since you are given credit only for jobs you list and dates you include. Please attach an additional sheet if you need more space. Include military experience and describe any major assignments. Include periods of self employment. Give details of any supervisory duties you may have had. Answer each and every question on all four pages of the application. A résumé may be submitted only to supplement information on the application. Résumés may not be used in place of any information requested on the application. Write "N/A" in the answer blank if the question is not applicable to you. Please type or print legibly.

If you are still employed, may your present employer be contacted? Yes No

1. Employed by _____

Address _____

Supervisor's Name _____ Phone _____

Employed from (mo/yr) _____ To (mo/yr) _____

Starting Salary _____ Final Salary _____ Hours Per Week _____

Job Title _____

Duties _____

Reason for leaving _____

2. Employed by _____

Address _____

Supervisor's Name _____ Phone _____

Employed from (mo/yr) _____ To (mo/yr) _____

Starting Salary _____ Final Salary _____ Hours Per Week _____

Job Title _____

Duties _____

Reason for leaving _____

Have you previously worked for the City of Rockville? Yes _____ No _____

Position _____ Department _____ Dates _____

List the requirements in the job announcement which you possess? _____

Do you have any experience or qualifications not listed elsewhere which relate to the job applied for?

3. Employed by _____

Address _____

Supervisor's Name _____ Phone _____

Employed from (mo/yr) _____ To (mo/yr) _____

Starting Salary _____ Final Salary _____ Hours Per Week _____

Job Title _____

Duties _____

Reason for leaving _____

4. Employed by _____

Address _____

Supervisor's Name _____ Phone _____

Employed from (mo/yr) _____ To (mo/yr) _____

Starting Salary _____ Final Salary _____ Hours Per Week _____

Job Title _____

Duties _____

Reason for leaving _____

If the position for which you are applying requires the operation of a motor vehicle, please answer the following:

Do you have a valid driver's license? Yes ___ No ___ Class _____ State _____ Number _____

Has your license been revoked or suspended in the last twelve (12) months? _____
(If yes, please explain)

What date would you be available to begin work? _____

For clerical/secretarial positions: Typing wpm _____ Shorthand wpm _____

What equipment can you operate? _____

At the time of hire, both citizens and non-citizens are required by Federal law to provide proof of identification and authorization to work.

The City of Rockville is an equal opportunity employer. The City does not discriminate against applicants or employees on the basis of race, creed, color, religion, sex, national origin, ancestry, marital status, disability, presence of children, sexual orientation, or age. This policy of non-discrimination extends to all terms, conditions, and privileges of employment and to all personnel actions.

Are you a U.S. Veteran? Yes _____ No _____ Branch of Service _____

Type of Discharge _____ Date of Military Service _____

Have you ever been convicted of a felony? Yes _____ No _____ If yes, please give all the facts. Do not list any criminal charges for which the records have been expunged. (A conviction does not automatically mean that you cannot be appointed. When and what you were convicted of are important.)

All information given on this application/résumé or by oral statements is true and correct. I understand that any false or misleading statements or omissions made may eliminate me from further consideration for employment or may be grounds for immediate dismissal regardless of when false or misleading statements or omissions are discovered. I authorize the City of Rockville and all my previous employers to conduct or participate in an investigation of my personal background, work history, educational credentials, driving record, and police record as may be necessary to verify the information provided in my employment application and to determine my fitness to hold the position for which I have applied.

Signature of applicant

Date

I hereby understand and agree to the policy of the City of Rockville which holds me responsible for the cost of the physical required by them in the event of my termination with the City within ninety (90) days from my date of hire.

Signature of applicant

The following notice applies to everyone except applicants for law enforcement officer positions as defined by Article 27, Section 727, or any employee of any law enforcement agency of the State of Maryland, or any county, incorporated city or town, or any other municipal corporation.

"UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND ANY APPLICANT FOR EMPLOYMENT OR PROSPECTIVE EMPLOYMENT OR ANY EMPLOYEE TO SUBMIT TO OR TAKE A POLYGRAPH, LIE DETECTOR, OR SIMILAR TEST OR EXAMINATION AS A CONDITION OF EMPLOYMENT OR CONTINUED EMPLOYMENT. ANY EMPLOYER WHO VIOLATES THIS PROVISION IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT TO EXCEED ONE HUNDRED DOLLARS (\$100.00)."

All applicants must sign to acknowledge they have read the above notice, which applies to everyone except applicants for law enforcement officer positions as defined by Article 27, Section 727, or any employee of any law enforcement agency of the State of Maryland, or any county, incorporated city or town, or any other municipal corporation.

Signature of applicant

VOLUNTARY SURVEY

APPLICANT CHARACTERISTIC SURVEY

To All Applicants:

The City of Rockville has an equal employment program. To find out how effective our recruitment efforts are in reaching all parts of our population, and to help us in the validation of our selection methods, we are asking each applicant to voluntarily give the following information. **THIS INFORMATION IN NO WAY AFFECTS YOU AS AN INDIVIDUAL APPLICANT AND WILL BE SEPARATED FROM YOUR APPLICATION IMMEDIATELY.**

Position Applied For

Zip Code (Home)

Please place the appropriate numbered answer to each question in the block provided on the left.

A. What sex are you?

1. Male
2. Female

B. What is your age?

- | | |
|---------------------------|---------------------------|
| 1. Less than 18 years | 5. 40-55 years, inclusive |
| 2. 18-21 years, inclusive | 6. 56-69 years, inclusive |
| 3. 22-25 years, inclusive | 7. 70 years or over |
| 4. 26-39 years, inclusive | |

C. What is the highest level of education you have reached?

1. Finished 0-8 years
2. 9-12, but not a high school graduate
3. High school graduate or GED from a state department of education
4. Post-high-school vocational or business school training
5. College, less than B.A., B.S., or similar professional degree
6. B.A., B.S., or similar degree
7. M.A. or similar professional degree
8. Ph.D., J.D., L.L.B., or similar professional degree

D. Are you currently employed?

1. Yes
2. No

E. Of which racial/ethnic group do you consider yourself a member?

- | | |
|------------------------------|--------------------------------------|
| 1. White | 4. Hispanic |
| 2. Black | 5. American Indian or Alaskan Native |
| 3. Asian or Pacific Islander | |

F. Have you previously applied for a job here?

1. Yes
2. No

G. How did you learn about the job for which you are now applying?

- | | |
|--------------------------------------|----------------------------|
| 1. City of Rockville Personnel Dept. | 8. Television |
| 2. Other City agency | 9. Radio |
| 3. City employee | 10. School |
| 4. Friend | 11. Church |
| 5. Newspaper or periodical | 12. Community Organization |

Name of Publication

6. Job Service listing

7. Other employment service

Name of Organization

13. World Wide Web

H. Are you a veteran of the U. S. Military?

1. Yes
2. No

I. Are you mentally or physically disabled?

1. Yes
2. No