

Resources for Job Applicants

- Pre-application worksheets
- Technical issues - how to access online applications
- Sample online job applications
- Completing an online application
 - Researching a company
 - Preparing a resume
 - Writing a cover letter
 - Follow-up

Windsor Locks Public Library
COMPLETING AN EMPLOYMENT APPLICATION

Many employers require all applicants, regardless of the job, to complete a job application form. This way the employer will have consistent data on file for all prospective applicants. Online applications are becoming more and more common.

Use this form as a guide when completing paper or online applications for employment. You may also want to include a resume and a cover letter with your application. Many online applications provide a box for **pasting** your resume while others ask you to submit it by **email**.

PERSONAL INFORMATION:

First Name _____ Middle _____ Last Name _____

Street Address: _____

City, State, Zip Code: _____

Phone Number: (____) _____

Are you eligible to work in the United States? Yes _____ No _____

If you are under age 18, do you have an employment/age certificate? Yes ___ No ___

Have you been convicted of or pleaded no contest to a felony within the last five years? Yes _____ No _____

If yes, please explain: _____

POSITION/AVAILABILITY:

Position Applied For: _____

Days/Hours Available

Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____ Saturday _____ Sunday _____

Hours Available: from _____ to _____

What date are you available to start work? _____

EDUCATION: Name and Address Of Schools - Degree/Diploma - Graduation Date

Skills and Qualifications: Licenses, Skills, Training, Awards

EMPLOYMENT HISTORY:

Present Or Last Position:

Employer: _____

Address: _____

Supervisor: _____

Phone: _____ Email: _____

Position Title: _____ From: _____ To: _____

Responsibilities: _____

Salary: _____

Reason for Leaving: _____

=====

Previous Position:

Employer: _____

Address: _____

Supervisor: _____

Phone: _____ Email: _____

Position Title: _____ From: _____ To: _____

Responsibilities: _____

Salary: _____

Reason for Leaving: _____

May We Contact This Employer? Yes _____ No _____

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References (Be sure to ask permission before submitting someone's name as a reference) :

Name/Title	Address	Phone
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_____	_____	_____
_____	_____	_____
_____	_____	_____

I certify that information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above.

Signature _____

Date _____

TECHNICAL ISSUES ~ HOW TO ACCESS AN ONLINE APPLICATION FOR EMPLOYMENT:

Many of us are computer savvy enough for our own needs, but when it comes to accessing an online employment application we might need a bit of help! Here are some suggestions:

1. Access the Internet by clicking on the Internet icon on your PC.
2. Once the Internet is up and running you will need to find your application online. You can do this in several ways:
 - ▶ If you have been given a URL (web address), go to the address bar at the top of the page, click to highlight the current address, then delete it. Type in the address that you have been given and hit ENTER.
 - ▶ If you are looking for a particular company's application but do NOT know the URL, go to www.google.com and type the name of the company followed by "employment" in the search box and click on search. This should result in a list of links. Read the link descriptions and addresses to find the one you need, then click on the link and follow the directions on the web site.
Example: *Search Wal Mart employment, then choose the link Wal-Mart Stores - Online Hiring Center - Welcome.*
3. The company employment page will most likely include a welcome message and an APPLY NOW button. Follow the instructions and, if necessary, accept the conditions of applying after you read them. If an application overview is included on the web site, read that, too.
4. Many companies require you to set up an ID and password to go along with your online application. You can use the same one for all of your online applications if you prefer. These allow you to log in to make changes or additions or to check on the status of your application. You can also return to finish your application at a later date if you do not have time in one sitting.
5. Make sure that you write down the web address and your ID and password before you begin so you can access your application again or follow up on its status!
6. Sometimes technical glitches come up while you are filling out an online application. If you lose your application because you were timed out, lost your Internet connection, or hit the wrong key, etc., go back to the web site and begin again. You will usually find that your information has been saved and you can continue from where you left off. If not, just begin again.
7. Be sure to read each page of the application carefully and click the correct button to continue to the next page. Fill in all required fields and review all information for accuracy and grammatical correctness before submitting your application.
8. Good luck!

On the next page we have included links to some online application "practice" sites. If you are not that familiar with using a PC or have never filled out an online application, we recommend that you visit these sites and practice before you tackle real online applications.

SAMPLE ONLINE JOB APPLICATIONS FOR PRACTICE BEFORE YOU TACKLE THE REAL THING!:

http://jobsearch.about.com/od/jobappsamples/Sample_Job_Applications.htm

This is a great site with lots of links for practicing filling out applications for different types of jobs.

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

This online job application form, from the Hawaiian Career Delivery and Information Service, contains almost everything you might need to fill out an online job application for any company. No information is saved.

<http://www.stratford.lib.ct.us/job/practiceapplication.html>

This is a great practice application from the Stratford Public Library. They also have the following suggestions:

When you really apply for a job online, you may need the following information. Be sure to have this information with you when you want to apply for an online job. Not all job applications ask for the same information.

Your email address

If you do not already have an email address, it is easy to sign up for a free email account at www.yahoo.com or www.google.com. Instructions for opening an email account are available at the circulation desk.

Your social security number

Names and dates of schools you attended

Jobs you have held previously including:

- Addresses and phone number of the company.
- Names of former supervisors
- The name of the job you had at the company
- The main responsibilities of the job

Special skills that you have that relate the job you are applying for.

For example,

- Microsoft Word, Microsoft Excel
- can operate a cash register
- basic carpentry
- Fluent in English and Spanish

You may be asked some personal information as well.
The employer is allowed to ask you these questions.

- If you have been convicted of a crime
- If you are a US citizen
- if you have been, or are, in the military

The employer may also ask you

- if you are male or female
- your age
- your race or ethnic background

You do not have to answer these questions. The employer *might* ask those questions because they want to keep track of whether they are getting applicants of both sexes and applicants of all races. But they cannot require you to answer those questions and they cannot use those answers in making their decision.

FILLING OUT & SUBMITTING YOUR APPLICATION:

Now that you have learned the basics of how to prepare for and fill out an online application, it's time to get down to the nitty-gritty and apply for that job!

1. Research the company.

Visit their web site and, if possible, find out who does the hiring (address your cover letter to that person) and as much about the business as you can. Think about ways to match your skills and experience to their products or services. Find out how to submit an application, if resumes are accepted, and how to follow up on your application (phone, email, or mail).

2. Prepare a resumé.

Resumes are not always required, but it is good to have one ready just in case.

To help you create a professional looking resume, there are many free resources available, including:

- Microsoft Word: Open Microsoft Word/File/New/Other Documents tab/Resume Wizard
- Visit <http://www.myresumeonline.org/>, a free resume resource site
- Check out <http://www.howtowritearesume.net/>
- Get free resume templates at <http://www.collegegrad.com/resume/freeresumetemplate.shtml>

3. Write a cover letter.

A cover letter may or may not be necessary with an online application, but it's always a good idea to be prepared. Your cover letter should be short and grammatically correct. A good cover letter will introduce you to your prospective employer and should include a brief overview of your career goals and what you have to offer. It should also indicate that you know something about the organization to which you are applying and make the employer want to find out more about you!

Here are a couple of good sites with hints on how to write a good cover letter:

- <http://www.career.vt.edu/JOBSEARC/coversamples.htm>
- <http://jobstar.org/tools/resume/clletters.php>

(If you are able to save your resume and cover letter on a disk or flash drive then you will be able to open them up, copy them, and paste them into an online application if requested!)

4. Apply for the job.

When filling out an application for employment, be concise and professional. Do not use nicknames or slang and make sure that everything on your application is grammatically correct. It's a good idea to have all of your information organized and ready ahead of time. Many companies will automatically toss out applications with misspelled words or poor grammar because they don't want to waste their time on someone that they know they will not be hiring. The first step to getting the job is to impress them with your professionalism. In job hunting, the first impression could easily be the last unless you capture their attention.

5. Following up.

If you have checked the company's web site you should have a good idea of appropriate follow-up. Keep track of when you submitted your application and follow up after a week or so with a phone call or email requesting information on the status of your application.

6. Some encouragement:

Don't get discouraged if you are not selected for an interview or hired for a job right away. Learn from the experience. If you have been interviewed, make note of any questions or aspects of the position that seemed troublesome for you and think about ways to improve your responses. Apply for positions that use your talents and skills. You WILL find the right job! Good luck!