



LOOKING FOR A JOB: STEP BY STEP

FILLING OUT JOB APPLICATIONS

STEP 10

Usually you must fill out an application before you can be considered for a job. Many employers require that the application be obtained and/or completed online.

Applications can be tricky. Each company will have a special application form. You will need the same information for most applications. Every company will arrange the questions on the application in a different order.

Most of the information will be on your fact sheet. (Step 2) Copy the information NEATLY from your fact sheet onto the application. You may also need the information below.

DATE AVAILABLE FOR WORK (when you can start work)

SCHEDULE/SHIFT AVAILABLE (days and time when you can work)

POSITION (kind of job you are interested in)

SALARY/RATE OF PAY/WAGE EXPECTED (how much you want to be paid...
if you are unsure...write OPEN)

PERSON TO NOTIFY IN EMERGENCY (friend/close relative)

REFERENCES (Step 4)

PHYSICAL LIMITATIONS (medical condition limiting work)

FELONY CONVICTIONS (criminal offense)

When filling out applications remember:

- take your fact sheet with you
- take your valid Social Security card and personal identification
- read through the application before you answer questions
- take and use a pen...print neatly...tell the truth
- do not leave blank spaces...if a question does not apply to you, write N/A
- use "WILL DISCUSS" rather than "fired" or "quit" as a reason for leaving a job
- look your best even when you ask for applications
- ask to fill out applications at home – then you can practice

Remember that you need to fill out applications to get jobs. Fill out many applications at many different places. Then you will have a better chance at finding a job.