

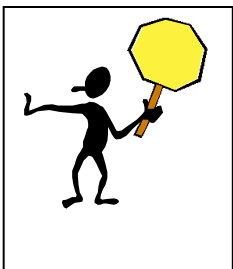
McDaniel College Career Services
www.mcdaniel.edu/5402.htm

Guide to Completing Employment Applications

WHAT DO EMPLOYERS LOOK FOR IN AN EMPLOYMENT APPLICATION?

The employment application gives the employer facts about you that can be kept on file. The information you provide and how well you present the information indicates to an employer the following:

1. Your ability to follow instructions. Have you carelessly or carefully filled out the application?
Be sure to keep it neat!
2. Your character. The application asks facts about you that reveal your personality.
3. Your achievements. The application allows you to mention past accomplishments.
4. Your ability to hold a job. There will be questions concerning your employment history.
5. Your thoroughness. Did you answer all the questions on the application? Be sure not to leave blanks.



CAUTION!

After completing an application, you may or may not get an interview. The outcome could depend on how well you completed the application. Remember to always include a copy of your resume with your employment application.

PARTS OF AN EMPLOYMENT APPLICATION

A. PERSONAL INFORMATION

This includes your name, current and previous addresses, age, social security number, available hours, emergency contact information, and other questions about you as a person.

B. EDUCATIONAL INFORMATION

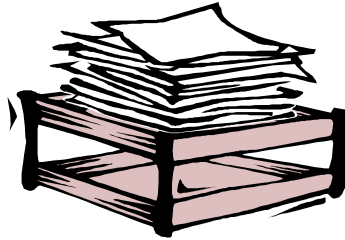
This requires you to give information about your education from grade school to college and or trade schools. Include names and addresses of schools, the diplomas and degrees you earned and the dates you attended each institution.

C. WORK HISTORY

This requires you to state past jobs and responsibilities. Include names, addresses and the dates of each employer. Also include a description of the duties you were responsible for at each job, the salary you earned, the name of your supervisor and the reason for leaving. You may also be asked to include a list of special skills (i.e. computer skills, machines you have operated) and or information that you think qualifies you for the job. Include military experience (if any) and volunteer work.

D. REFERENCES

You may be asked to provide the names and addresses of two to three people who could provide a character reference for you. Be sure to include their names, job titles, company names, addresses, and telephone numbers.



TIPS FOR COMPLETING EMPLOYMENT APPLICATIONS

- Have all of your information prepared ahead of time and carry it with you so that you know the answers to all questions that apply. Be accurate.

- Always apply for a specific job title! In the space “Positioned Desired,” never write “anything.” There is no job called “anything,” and you will probably get nothing. Be definite.

- Answer all questions honestly.

- Do not leave any answers blank. If a question does not apply to you, write “Not Applicable (N/A).” Be complete.

- Print neatly and legibly.

- Use blue or black ink only. Carry a pencil, paper clips and a pen with an ink eraser or some correction fluid. Neatness counts.

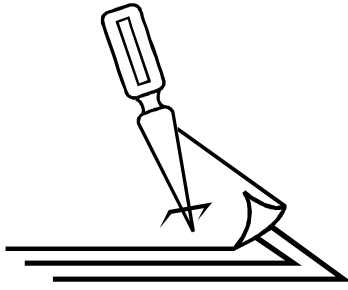
- Use Standard English. Do not use slang.

- Sometimes you are asked to complete your work history or education history in chronological order. This means you start with your very first job and continue to your current job. Reverse chronological order means that you start with your current job and go backwards to your very first job. Pay attention to all instructions.

- Be sure to mention special certificates, licenses, professional organizations, and other business-related honors, and achievements that could give you an advantage over other applicants.

- Carry copies of your resume.

WORDS THAT CAN APPEAR ON EMPLOYMENT APPLICATIONS



WORD	DEFINITION
Arrested	Seized by police officers and taken to jail for breaking the law.
Citizen	A person who is a member of a nation.
Convicted	Proven or declared guilty of committing a crime.
Dependent	Someone who needs another person for financial support.
Felony	A serious crime that carries a sentence of more than one year.
Misdemeanor	A less serious crime than a felony.
Marital Status	Married, divorced, single, separated, or widowed.
Previous Address	Where you used to live.
Current Address	Where you live right now.
SSN	Social Security Number.
Selected Service Classification	How the government classifies young men to determine if they have been enlisted in the Armed Forces or if they may be in the future.
Discharge	To be let go or dismissed.
References	People who can tell an employer what kind of person you are and what kind of worker you will be.
Authorize	To approve, permit or allow.
Falsification	Lies or false statements.
Vocational goal	The kind of work you hope to be doing in a few years.
Overtime	Hours in addition to regular work hours.