

Workplace Readiness Series

Filling Out a Job Application

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When looking for a job, you will be required to fill out many different job applications. Most applications cover basic things about you, such as your work history, references, the date you can start work and position desired.

You may be asked to fill out the application in the office, or you may be able to take it home and return it later. If possible, take it home so you can take your time and have someone read it or check it over. You should return an application to the employer within 24 hours.

One quick way to fill out an application is to make your own personal data sheet. This is like a job résumé and has all the important information that most applications require.

Here are some examples of things to include in your personal data sheet.

- Your name as it is spelled on your birth certificate
- Social security number
- Permanent address
- Phone number where you can be reached during the day and evening
- Three references from people who know you and how well you work

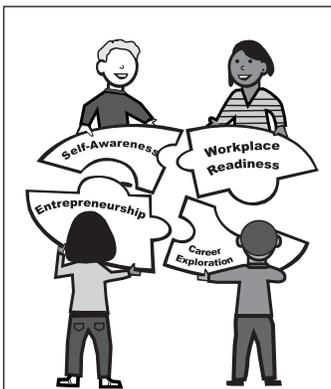
- Jobs you've had, your supervisors' names and the companies' addresses
- Driver's license number

Fill out the Personal Data Sheet on page 2. This sheet also can be taken with you when you are looking for a job. It will help you fill out applications with ease. A personal data sheet should always be made before you begin your job hunt so that you can find correct spellings, the addresses of your references, your social security number and other vital information you may not have memorized.

Most employers look closely at your job application. It is their first introduction to you. This is why the application process is very important. In most cases, the way you fill out your application will help you get an interview or a job.

Here are some basic suggestions for filling out an application.

- Always use a ball-point or pen, not a pencil.
- Make sure you print clearly or type. Many businesses have web sites that allow you to submit applications electronically.
- Use correct spelling.
- Write sentences the employer can understand.



Revised and correlated to

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Visit our web site at:
<http://www.uaex.edu>

PERSONAL DATA SHEET

Name _____ Social Security No. _____
 Address _____ Zip Code _____
 Phone: Day _____ Night _____ E-Mail Address _____

Schools Attended

Name of School	Dates Attended	Dates Graduated
_____	_____	_____
_____	_____	_____
_____	_____	_____

Job Experience

Name of Company	Address	Job You Held	Dates Job Held
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

References

Name	Complete Address	Job Title
_____	_____	_____
_____	_____	_____
_____	_____	_____

- Make sure it is not messy with smudges.
- Make sure all information is the truth.
- Avoid using the word “no” when you need to leave something blank. For example, for the question “Have you ever been convicted of a crime?” use N/A – *not applicable or does not apply*.
- Avoid using “no phone.” Put a close relative or friend’s phone number where you can be reached. Remember to tell that person you are using their phone number.
- Give a phone number where you can be reached during the day or night.
- Avoid using the word “fired.”
- When questions about salary are asked, write: “Prefer to discuss in person.”

Filling out a job application can be confusing, especially when symbols are used. Here is a list of some abbreviations.

SS or SS# or Soc. Sec.	Social Security Number
Tel.	Telephone number
Yr.	Year
Mo.	Month
Exp.	Experience
Edu.	Education
No. or #	Number

Here are some words that you may see on applications and their definitions.

Applicant – This means YOU, the person who is applying for the job.

Dependents – The number of people in your household that you are responsible for (children or other relatives).

Relationship – If the person mentioned is your cousin, child, father, mother, friend or former employer.

Maiden name – A woman’s last name before marriage.

Occupation – Another word for job.

For office use only – Leave this space blank. This is for the company to fill out.

Permanent address – The address you consider home and where you can be reached by mail at all times.

Present address – Where you are living now. If you are living with a relative while you are looking for a job, use that address.

References – People who know you very well and can be contacted by the employer to find out about you (and who will give you a good recommendation).

Full-time – A job that requires you to work at least 36 to 40 hours a week.

Part-time – A job that requires you to work at least 16 to 20 hours a week.

EEO Employer – Equal Employment Opportunity Employer, which means that they do not discriminate on the basis of race, color, national origin, religion, gender, age, disability, marital or veteran status, or any other legally protected status.

Evaluation Form

Now you can check to make sure you did not make these common mistakes when filling out an application.

YES	NO	
___	___	Neat, clean and readable writing
___	___	Correct spelling
___	___	No blank lines
___	___	Correct phone numbers (day and night)
___	___	Correct social security number
___	___	Did not use the word “no”

Remember, you should have answered “**yes**” to all of the above. The application stage is very important because it allows the employer to see how much experience you have had and how you handle paperwork. Neatness, knowledge and experience pay off.

Sources

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