Applications

Job Hunter
Workshop Series

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Workshop overview

Welcome to *Job Hunter Applications*. Your application is your gateway to a job opportunity. This document can make or break your chances of meeting with an employer. In this workshop, you will learn how to complete applications that will attract employers and open doors to interviews.

Individuals who don't submit targeted, detailed and accurate applications are typically screened out of the hiring process because they do not show the employer why they are a good match for the position. Make it your goal to treat every application as though it is the one that will get the interview. Though you know you've filled out 10 applications this week, the employer sees only the one you've submitted to his or her company.

This workshop covers a wide variety of application tips and practices that will help you during the job-search process. Please take a moment to examine the table of contents and review the topics we will cover during this course.

Learning objectives

In this workshop, you will:

- Learn basic guidelines to complete detailed and accurate applications that draw an employer's attention.

- Identify processes and strategies to submit targeted and detailed paper and online job applications.

- Understand how employers use applications in the hiring process.

- Practice completing sections of a master application.

Section one: The job application

Introduction to perfecting job applications

Many people think completing a job application is a simple fill-in-the-blanks process. In reality, it is a screening device used by employers to weed out applicants who don't follow directions, pay attention to detail, worry about neatness or consider the employer's needs. The way you complete an application reflects on your willingness to turn in a high-quality product. It also shows your consideration for the reader.

An application is a pre-employment test. When a person doesn't complete it as requested, it may end up being discarded. On the other hand, a well-done application can lead to an immediate interview.

Résumés and applications are different:

- A résumé emphasizes who you are, what you know and what you offer. You get to choose its contents.

- An application form gives employers the opportunity to determine how you respond to their requests and show the kind of work you do.

Helpful hint

The job application is a screening device.

General application tips

The job application is often your first step. Employers use it to learn about your qualifications and compare you to other applicants. Here are some tips:

- Part of the art of applications is selecting the right jobs to submit your application to – not just applying for anything that makes its way across your path.

- Think like an employer. The employer doesn't know you, so his or her introduction to you as a potential employee is discovered through your application materials.

- Tailor your application to the job and the employer you are targeting. Show you have the qualifications the company is seeking. Include only those that meet the specific needs of the job.

- Dress appropriately when picking up or returning an application. You never know who is watching and the employer may want to interview you on the spot.

- Follow instructions. Read the application completely before writing anything.

- Take documentation with you that shows you are legally entitled to work in the United States.

- Bring your own black ink pens with you. It's always good to have a backup.

- List work history in the order the application calls for (typically most recent first, working backward).

Basic rules for completing applications

- **Create a master application** or personal data sheet. Print it out or save it electronically so you can readily use the information to fill out paper and online applications.

- **Spelling and grammar count.** If you are concerned about spelling errors in your application, type or copy/paste your phrase or sentence into a word-processing document to check for spelling and grammar issues. Proofread your document, make changes and ask a trusted source to also look over the document for errors.

- **Avoid using acronyms** whenever possible; what means something to you may mean something completely different to the recruiter.

- **Be specific about job duties**. Describe what you did, for whom, and what skills, tools or equipment you used to get the job done. Target your knowledge, skills and abilities to the open job description. Use action words. Qualify (how well) and quantify (how much). This is your chance to demonstrate why you are the one for the job.

- **Provide only relevant health information**. When asked about health, physical limitations or availability, give only information that's relevant to your ability to perform the job.

- **If you use a message phone**, make sure it is an accurate number and that the people there are prepared to take messages.

- **When including an email address**, make sure that it is appropriate and professional.

- **Not all questions apply**. If a question does not apply to you, write "not applicable (N/A)" in the blank(s).

- **Write the salary provided** in the job listing or a salary range in the "salary desired" block. If you don't have the salary information or want to negotiate a higher wage write "open," "negotiable" or "prevailing." Leave yourself room to negotiate a higher wage when possible. Find salary information through Employment Security Department's website (www.esd.wa.gov/employmentdata) or www.Salary.com.

- **Proofread the application** at least twice before turning it in. Is it complete? Neat? Does it reflect you accurately? Is it what the employer would hope to see?

- **Print or make a copy of the completed application for your records**. Use this copy to review the information you provided to the employer before going to the interview.

Action words and how to use them

Every job involves using data, interacting with people or handling things. Some jobs require all three. Use action words to draw the employer's attention.

Action words are a vital part of your application. The application and supplemental questionnaire are your chances to stand out from the crowd. Action words (verbs) can ignite an otherwise dull application by bringing your skills into the spotlight and giving your descriptions weight and strength. Using the following example, if you were the employer, who would you rather invite for an interview?

- The person who has experience as a mechanic.

- The person who "diagnoses and performs all phases of automotive repair, including tune-ups, troubleshooting, brakes, lubes, and welds with gas, arc and wire feed."

Do they say the same thing? Not to the employer. The use of action words and descriptive skills helps set the second example far apart from the first.

The list of action words below can help you write a more effective and noticeable application.

In the past when using DATA, I have:	When interacting with PEOPLE, I have:	When dealing with THINGS, I have:
Administered	Collaborated	Adjusted
Analyzed	Coordinated	Altered
Compared	Counseled	Assembled
Computed	Directed	Balanced
Compiled	Encouraged	Built
Coordinated	Entertained	Driven
Designed	Evaluated	Fabricated
Developed	Instructed	Guided
Directed	Interviewed	Handled
Figured	Led	Inspected
Implemented	Managed	Lifted
Innovated	Motivated	Made
Organized	Negotiated	Mixed
Planned	Organized	Moved
Recorded	Persuaded	Operated
Reported	Protected	Repaired
Researched	Referred	Set up
Synthesized	Served	Shaped
Theorized	Shared	Tended
Written	Supervised	Tested

Be on the lookout for these application questions

Date available: If you are currently employed, does the employer require you to give notice? If so, mark the appropriate date on the application. If you are not employed, make sure you provide a date that gives you time to get all of your personal situations (daycare, transportation) resolved. If, and only if, you can start work immediately, write the current date or the next day's date on the application.

Reason no longer employed: Give a complete and accurate reason. Instead of "quit," write a more-descriptive phrase, such as "to pursue other employment" or "relocated." If you were fired, you can write "terminated, will explain at interview" or perhaps "terminated, change in management." Some job seekers attach a supplemental page explaining the situation, claiming responsibility and describing what they learned from the experience. Avoid being negative. Focus on moving forward.

Can we contact your employer: Saying "no" may raise a red flag, but sometimes it's the right answer. For instance, you may not want your present employer to know you're looking for work elsewhere, or sometimes people leave a hostile or unpleasant work environment, or the employer may no longer exist. If you check "no," write "will discuss," "still employed," or another short explanation on the application. Be prepared to talk about the situation in a positive manner. If your answer is "yes," be sure you provide a name of someone who will provide good information about your abilities and work habits.

Friends or relatives who work here: Answer honestly, but keep in mind the employer may assume you have habits similar to the friend or family member who works there.

Criminal history questions: It is particularly important for people with criminal convictions to be truthful in filling out applications. However, the truth must be told in a way for the job seeker to get screened in and invited to an interview. Often, job applications will ask, "Have you ever been convicted of a felony?" and an accompanying question, "If 'yes,' please explain." The best way to address this is to check yes and write "Will discuss at interview, I can be bonded." Below are some reasons to answer the question in this way:

- It allows you to be honest, yet protects your privacy.

- Stating that the felony is not job-related and that you are bondable, may help to calm employer's fears.

- If an employer is going to find out, it is better to hear it from you.

- Most employers do background checks.

- Employers can take advantage of the federal Work Opportunity Tax Credit (WOTC) and free bonding through the Employment Security Department.

- You control the flow of information – how it's worded, how it's presented.

Tips for showing employers your value

Below are some tips that will help refine your application to get the employer's attention and keep the employer interested.

Study job opportunity announcements. This is the best way to determine important keywords. Review several job announcements similar to your ideal position – even those in other geographic areas. You're looking to find a pattern of the skills, experience, education and other credentials important in that occupation. Highlight your keyword findings in each job description for a quick comparison. When the same keyword can be found in three or more job postings, you've identified a keyword as common – and essential – for your occupation. Focus on the "requirements," "skills" or "qualifications" sections of job ads, and look for "buzzwords" and desirable credentials for your ideal job.

Pay attention to keywords. Whether you're writing your first application or updating an existing one, stop and think about which keywords you need to add based on the knowledge, skills and abilities required for the position.

A single keyword communicates multiple skills and qualifications. When a recruiter reads the keyword "analyst," he or she might assume you have experience in collecting and reporting data, evaluating effectiveness or quality, and researching and developing new processes. Using just one keyword appropriately in an application can have tremendous power and deliver a huge message.

Be concise. Recruiters often receive dozens or even hundreds of applications for certain positions. The first step involves quickly skimming through submissions and eliminating candidates who clearly are not qualified. If you've been excessively wordy on your application, recruiters will not be able to easily identify your top knowledge, skills and abilities to determine if you are qualified for the job.

Use numbers to highlight your accomplishments. If you were a recruiter looking at an application, which of the following entries would stand out and impress you more?

- Wrote news releases.

- Wrote 25 news releases in a three-week period under daily deadlines.

Clearly, the second statement carries more weight, because it uses numbers to explain the writer's accomplishment. It provides context that helps the reader understand the degree of difficulty involved in the task. Numbers are powerful tools that will help your knowledge, skills and accomplishments draw the attention they deserve from prospective employers.

Resist additions. You may be tempted, but do your best to resist sending an additional package with copies of awards, publications, training certificates, letters of recommendation, lengthy job descriptions, writing samples or a photo unless the employer specifically requests it. Instead, keep this important information where it belongs – in your portfolio.

Building solid references

When you apply for jobs, you will be asked to provide references. A reference is someone who can answer questions about your work history, skills, abilities and work style. Choose your references with care.

Helpful hint: Remember, the employer knows your skills at this point. So when your reference is called, what information is the employer seeking? And how will your reference repsond? Think about what questions a potential employer may ask and know how your reference will respond. For example, "Can she be depended on to show up to work each day and on time?" "Can he work without supervision?" "Is she a self starter?" "How would you describe his work attitude?" "How does she work in a team environment?" "Does he gossip about co-workers or leadership with other employees?"

There are three types of references: professional, academic and personal. References from past employers carry the most weight in a hiring decision.

Professional references include past supervisors or managers, co-workers and customers. These individuals can speak about your specific employment experience(s). A former employer's human-resource department also may be used to verify your dates of employment, title and more. For the record, managers carry more weight as a reference than co-workers. When there is not a manager to use as a reference, list a co-worker instead.

Academic references are instructors and vocational counselors. They can speak about your academic activities. These references are most appropriate for current students or recent graduates.

Personal references are people who know you away from work and can describe your skills and personal qualities. Use this type of reference only if you do not have the other types of references. Use the names of people who will inform the employer you can be depended on to do a good job. These references also may include contacts from clubs, or professional or community organizations.

Filling in the blanks

Please complete the form below. Do not complete any question until you have read all of the questions. You should use a blue or black ink pen. If words have to be written out, please print them. Do not leave any spaces blank, except as instructed. Check spelling carefully and print neatly so the material can be read. You have five minutes to complete all of the questions.

Writing activity

1. What is your name?_____

2. What is the occupation in which you are seeking employment?

   _____

3. Do you think this is the kind of work you will want to do the rest of your life? ☐ Yes ☐ No

4. Does job hunting make you nervous? ☐ Yes ☐ No

5. Do you generally take the time to write neatly? ☐ Yes ☐ No

6. Please list the occupations in which you are planning to seek employment in the order of highest interest. List years of experience you have next to your listed occupations.

   _____

   _____

   _____

   _____

7. Do not complete any answers on this form except for number ten (10).

8. Are you looking forward to job hunting? ☐ Yes ☐ No

9. Have you ever job hunted before? ☐ Yes ☐ No

10. Did you read the instructions before you completed this form? ☐ Yes ☐ No

This exercise emphasizes the fact that it is hard to take time to read all directions if you feel you are under pressure. However, if you do not read the directions, you may do things that are unnecessary and time consuming. This can tell an employer that you will not take the time to do a job correctly. In this activity, question number seven instructed you to only answer question number 10.

Section two: Paper applications

Tips for filling out paper applications

- If you can take the employer's application offsite, make a few photocopies of the blank application – if you make an error, you can restart on a backup copy. Be sure that any copies of the blank application you make maintain all text and fields.

- If you can't make a copy of the employer's application, write out responses on a separate sheet of blank paper before completing the real application.

- If filling out the application onsite, don't ask for a pen or a phone book from the employer; avoid looking up previous employer information using a cell phone. All of these actions give the impression that you were unprepared. Bring your own pen and your master application.

- Keep the application neat – no smears, spills, smudge marks, coffee stains, crossed-out areas or crumpled applications. Do not fold or bend the application.

- Words or phrases should never be scribbled or crossed out. Draw a single line through your error, initial it and continue with the correct wording after the designated error.

- Step back and look over your work from the employer's perspective. Is the application hard to read because of messy, illegible or extremely small handwriting? If the employer can't read what you've written, he or she won't know what you have to offer the company.

- Proofread it. Make sure you have no grammar or spelling errors. Double check to make sure the copy is clean and neat.

- Have a copy of your résumé and reference letters to attach to your application when appropriate.

- Make a copy of the completed application for your records before submitting the document to the employer.

Paper applications checklist

Description	Completed
To fill the application out at the employer's work site, come prepared with a pen, employment dates, job titles, duties, names and locations of past employers, education history, accomplishments, list of software proficiency, skills and prior-employer contact information.	
Read the application before you begin to write.	
Follow instructions exactly as written. Check all appropriate boxes on the form.	
Make several copies of the blank application in case you need to reprint due to errors.	
Target your application to the job for which you are applying.	
First impressions are everything — keep your application neat. Nice handwriting (easy to read) — or typed; no smears, stains or ink smudges; odor free; no white-out or redactions.	
Use action words whenever possible for greater effect.	
List your most recent job first — then work backward for as much work history as requested on the application. Emphasize your knowledge, skills and abilities (accomplishments too, when possible).	
Never write "see résumé" to fill in details from your work history.	
Use spaces provided to write in answers. If you need to add additional information, use an asterisk (*)and write "see attached page for further information." Include an additional typed page with any vital information that did not fit in the space provided by the employer. Use this option sparingly and only when it enhances your match to the open position.	
Make sure that all blanks on the application have been filled. If you can't fill in a question asked on the application, put N/A for not applicable. If the question is illegal (race, gender, religion, marital status, disability or other discriminatory information) or if you don't know the answer to a question, do not submit your form until you can resolve the issue.	
If you don't know what to put for desired wage, research wages in your area through the Employment Security Department website (www.esd.wa.gov/employmentdata); or use Salary.com website's Salary Wizard; or use the wage range listed on the job posting.	
If there is a large amount of space given to a particular question on the application, assume it is important to the employer. Use this space wisely to highlight how you are a match for the job.	
Attach résumé and/or cover letter, if required by the employer. Check the job listing or the application for this specific instruction.	
Check for spelling and grammar errors.	
Sign document if a signature line is provided on the form.	
Have someone else proof your work before submitting the document.	
Make yourself a copy of your paper application before you turn it in. You can review what you wrote before an interview or if the employer calls for clarifying information.	
Other:	

Section three: Online applications

In today's labor market, employers are increasingly using electronic applications. Most companies have their own websites that include online job applications or an on-site computer kiosk you use to apply for work.

Be prepared

- **Allow plenty of time** to complete the process (some electronic applications can take well over an hour).

- **Have your master application with you.** Doing so will improve accuracy and become a significant timesaver.

- **Have an active, professional email address.** Many companies that require online job applications will use email exclusively to contact you. If you don't have an email account, create one. Free email accounts can be accessed through any computer connected to the Internet.

- **Use a current and professional email address** when creating a personalized account on a company website. Many companies require users to create a personal account prior to applying for jobs. These accounts must be confirmed by responding to an email sent from the company. If you fail to confirm your account, you might not be able to continue the application process.

- **Create an easy-to-remember logon ID name and secure password** when registering.

- **Record your user name and password** exactly as you entered them when you set up your account. Many online application sites are case-sensitive for these two data-entry fields. You'll need them to sign back into the system to apply for other jobs or to check the status of your application.

Be aware

- **Use the employer's key words** (check the job description, the employer's website, etc.) when filling out the online application. The first "eyes" to see an application often belong to software that scans for key words.

- **Applications and tests are used as screening devices** by employers. Online tests that accompany applications could be anything from a psychological profile to an assessment of your math or reading skills.

Helpful hint

Free email accounts are available

- **Note when and how the online application system will time out automatically.** Example: If your application has been idle for 30 minutes (no typing or saving), your session may end and the information can be lost. Remember, every application system is unique.

- **Follow the employer's directions** in the job listing when applying for a job. Every employer handles their hiring process differently. Be sure to follow the directions as written.

Take care

- **Read the application and answer the questions carefully,** following the same basic rules identified in this workbook.

- **Complete the job application in a professional manner** with proper punctuation and grammar. Even though it's online, this is not an instant message or an email to a friend.

- **Select all locations where you're willing to work.** Many electronic applications include a section where you select which location(s) you are willing to work. Often, you're asked to provide a zip code or city name. The application, after it is submitted, will show up for availability in those areas when the business is hiring. If you don't see the location for which you're applying, use the closest location. Most applications give you space for comments. This is another spot you can indicate your location preference or offer details for any of your answers.

- **Software can automatically screen you out if you accidentally answer a question incorrectly.** The result would be that the actual hiring manager never sees your application.

- **Online applications have no safety nets;** there's no built-in spell checker, and they can be difficult to proofread. Plus, many are designed so you submit data in sets (one screen at a time). If you're at home, at WorkSource or at another site away from the employer, have a proofreader look it over. If you're at the employer's site, you're on your own. Take your time and do your best.

- **Save your work** to a disk or your computer. If your application gets lost or if you are called for an interview, you have a record to review or recreate.

- **Review your application** to ensure it reflects your best writing. Applications will be screened based on the employer's requirements to narrow the applicant pool. Applicants who best match the job requirements will be contacted to continue in the selection process.

Follow through

- **Make note of the company's policy on re-applying**, and follow-up. You may be eligible to reapply if you're screened out based on your electronic application.

- **Speak to the human-resources person or hiring manager** at the company after you complete the application. They often can look at your application and give you valuable advice about when and how their company will be hiring.

- **Check your spam blocker and enable pop-ups.** Be sure to allow emails from the website. Enable pop-up messages from the website to ensure you receive important system messages (including confirmation that it received your application).

Section four: Master application

A master application is a complete picture of your work history and references. The master application allows you to gather all of your vital employment information in one convenient location. Carry this information with you to fill out an application at the employer's site.

On the following page, there is a blank sample application. You may download the full-size application at http://www.wa.gov/esd/guides/docs/generic_job_app.doc. Take time to print and fill it out. You will want to keep a copy of it at home and refer to it each time you complete a job application.

After the master application is an example of an application filled out incorrectly – and an application filled out correctly.

APPLICATION FOR EMPLOYMENT

This generic application is provided by WorkSource Washington. This form complies with federal and state laws against discrimination; however, employers using this form should check local ordinances. WorkSource Washington and Washington State Employment Security are not responsible for the misuse of information provided on this form. Provide all information requested by printing in ink or typing. Use the 'TAB' key to move through the document.

GENERAL INFORMATION

Name (Last)	(First)		(Middle Initial)	Home Telephone ( ) -
Address (Mailing Address)	(City)	(State)	(Zip)	Other Telephone ( ) -
E-Mail Address		Are you legally entitled to work in the U.S.? ☐ Yes ☐ No		

POSITION

Position Or Type Of Employment Desired	Will Accept: ☐ Part-Time ☐ Full-Time ☐ Temporary	Shift: ☐ Day ☐ Swing ☐ Graveyard ☐ Rotating
Are you able to perform the essential functions of the job you are applying for, with or without reasonable accommodation? ☐ Yes ☐ No		
Salary Desired	Date Available	

EDUCATION AND TRAINING

High School Graduate Or General Education (GED) Test Passed? ☐ Yes ☐ No
If no, list the highest grade completed

College, Business School, Military (Most recent first)

Name and Location	Dates Attended Month/Year	Credits Earned		Graduate	Degree & Year	Major or Subject
		Quarterly or Semester Hours	Other (Specify)			
	From			☐ Yes		
	To			☐ No		
	From			☐ Yes		
	To			☐ No		
	From			☐ Yes		
	To			☐ No		
	From			☐ Yes		
	To			☐ No		

Occupational License, Certificate or Registration	Number	Where Issued	Expiration Date
Occupational License, Certificate or Registration	Number	Where Issued	Expiration Date
Occupational License, Certificate or Registration	Number	Where Issued	Expiration Date

Languages Read, Written or Spoken Fluently Other Than English

VETERAN INFORMATION (Most recent)

Branch of Service	Date of Entry	Date of Discharge

SPECIAL SKILLS (List all pertinent skills and equipment that you can operate)

(Maximum 1000 characters)

WorkSource *Washington*

EMS 10171 CC 7540-032 635
ESD 1999 Rev. 12/30/03

WORK EXPERIENCE (Most Recent First) (Include voluntary work and military experience)

Employer	Telephone Number ( ) -	From (Month/Year)
Address		
Job Title	Number Employees Supervised	To (Month/Year)
Specific Duties (Maximum 1000 characters)		Hours Per Week
		Last Salary
		Supervisor
Reason For Leaving	May We Contact This Employer? ☐ Yes ☐ No	

Employer	Telephone Number ( ) -	From (Month/Year)
Address		
Job Title	Number Employees Supervised	To (Month/Year)
Specific Duties (Maximum 1000 characters)		Hours Per Week
		Last Salary
		Supervisor
Reason For Leaving	May We Contact This Employer? ☐ Yes ☐ No	

Employer	Telephone Number ( ) -	From (Month/Year)
Address		
Job Title	Number Employees Supervised	To (Month/Year)
Specific Duties (Maximum 1000 characters)		Hours Per Week
		Last Salary
		Supervisor
Reason For Leaving	May We Contact This Employer? ☐ Yes ☐ No	

Employer	Telephone Number ( ) -	From (Month/Year)
Address		
Job Title	Number Employees Supervised	To (Month/Year)
Specific Duties (Maximum 1000 characters)		Hours Per Week
		Last Salary
		Supervisor
Reason For Leaving	May We Contact This Employer? ☐ Yes ☐ No	

I certify the information contained in this application is true, correct, and complete. I understand that, if employed, false statements reported on this application may be considered sufficient cause for dismissal.

Signature of Applicant_____ **Date**_____

Interviewer's Comments:

Example of a bad application

APPLICATION FOR EMPLOYMENT

This generic application is provided by WorkSource Washington. This form complies with federal and state laws against discrimination; however, employers using this form should check local ordinances. WorkSource Washington and Washington State Employment Security are not responsible for the misuse of information provided on this form. Provide all information requested by printing in ink or typing. Use the 'TAB' key to move through the document.

GENERAL INFORMATION

Name (Last) Pride	(First) Jason	(Middle Initial) L	Home Telephone (555) 4912
Address (Mailing Address) 4525 Jackson Ave	(City) Olympia	(State) WA	(Zip)	Other Telephone ( ) 555-

E-Mail Address JPride@ live.com

Are you legally entitled to work in the U.S.? ☒ Yes ☐ No

POSITION

Position Or Type Of Employment Desired
Any position I qualify for

Will Accept:
☒ Part-Time
☐ Full-Time
☒ Temporary

Shift:
☐ Day
☐ Swing
☐ Graveyard
☒ Rotating

Are you able to perform the essential functions of the job you are applying for, with or without reasonable accommodation? ☒ Yes ☐ No

Salary Desired Going Wage

Date Available

EDUCATION AND TRAINING

High School Graduate Or General Education (GED) Test Passed? ☒ Yes ☐ No
If no, list the highest grade completed 11

College, Business School, Military (Most recent first)

Name and Location	Dates Attended Month/Year	Credits Earned Quarterly or Semester Hours	Other (Specify)	Graduate	Degree & Year	Major or Subject
Lakes High School	From 9/00 To 6/04			☒ Yes ☐ No	Diploma 2004	General Studies
New Market Skills Center	From 6/04 To 2005			☒ Yes ☐ No	2005	Voc. School -Computers
SPSCC	From 2005 To 2009			☒ Yes ☐ No	Assoc. 2009	Computers
	From To			☐ Yes ☐ No		

Occupational License, Certificate or Registration A+ Cert.	Number L58758A	Where Issued WA	Expiration Date 2015
Occupational License, Certificate or Registration WA CDL CL.B	Number Jlpride 441MF	Where Issued WA	Expiration Date 2018
Occupational License, Certificate or Registration	Number	Where Issued	Expiration Date

Languages Read, Written or Spoken Fluently Other Than English
Spanish - I learned some Spanish on vacation in Mexico

VETERAN INFORMATION (Most recent)

Branch of Service Have not been in the military	Date of Entry None	Date of Discharge None

SPECIAL SKILLS (List all pertinent skills and equipment that you can operate)

(Maximum 1000 characters)
Computer, motor vehicle, phone installation expert & repair.

WORKSOURCE Washington

EMS 10171 CC 7540-032 635
ESD 1999 Rev. 12/30/03

WORK EXPERIENCE (Most Recent First) (Include voluntary work and military experience)

Employer So. Wholesale Foods	Telephone Number (300) 555 6442	**From (Month/Year)** 2012
Address 8537 Farwest, Tumwater 98501		
Job Title Support Desk Specialist	Number Employees Supervised 3	**To (Month/Year)** Present 2013
Specific Duties (Maximum 1000 characters) Fix printers and computers, train others. Talked to outside customers, Software and hardware install, Invoices, Answer phones.		**Hours Per Week** 40
		Last Salary $16.54
		Supervisor Bill Parts
Reason For Leaving Lay Off	May We Contact This Employer? ☒ Yes ☐ No	
Employer Computer International	Telephone Number ( ) 555-8858	**From (Month/Year)** 2009
Address 2244 So 18th St Olympia		
Job Title It Support	Number Employees Supervised 2	**To (Month/Year)** 2011
Specific Duties (Maximum 1000 characters) Computer related, processed requests, solved problems. Trained ordered supplies, Hiring, phones and implementation.		**Hours Per Week** 40-45
		Last Salary $15-
		Supervisor Jane Moore
Reason For Leaving	May We Contact This Employer? ☐ Yes ☒ No	
Employer	Telephone Number ( ) -	**From (Month/Year)**
Address		
Job Title	Number Employees Supervised	**To (Month/Year)**
Specific Duties (Maximum 1000 characters)		**Hours Per Week**
		Last Salary
		Supervisor
Reason For Leaving	May We Contact This Employer? ☐ Yes ☐ No	
Employer	Telephone Number ( ) -	**From (Month/Year)**
Address		
Job Title	Number Employees Supervised	**To (Month/Year)**
Specific Duties (Maximum 1000 characters)		**Hours Per Week**
		Last Salary
		Supervisor
Reason For Leaving	May We Contact This Employer? ☐ Yes ☐ No	

I certify the information contained in this application is true, correct, and complete. I understand that, if employed, false statements reported on this application may be considered sufficient cause for dismissal.

Signature of Applicant_____ Date_____

Interviewer's Comments:

Example of a good application

APPLICATION FOR EMPLOYMENT

This generic application is provided by WorkSource Washington. This form complies with federal and state laws against discrimination; however, employers using this form should check local ordinances. WorkSource Washington and Washington State Employment Security are not responsible for the misuse of information provided on this form. Provide all information requested by printing in ink or typing. Use the 'TAB' key to move through the document.

GENERAL INFORMATION

Name (Last)	(First)	(Middle Initial)	Home Telephone
Pride	Jason	L	(360) 555 - 4912

Address (Mailing Address)	(City)	(State)	(Zip)	Other Telephone
4525 Jackson Avenue SW	Olympia	WA	98501	(360) 555 - 9411

E-Mail Address	
jlpride@live.com	Are you legally entitled to work in the U.S.? ☒ Yes ☐ No

POSITION

Position Or Type Of Employment Desired	Will Accept:	Shift:
Customer Support Specialist	☐ Part-Time ☒ Full-Time ☐ Temporary	☒ Day ☐ Swing ☒ Graveyard ☐ Rotating

Are you able to perform the essential functions of the job you are applying for, with or without reasonable accommodation? ☒ Yes ☐ No

Salary Desired	Date Available
$18.00	4/29/2013

EDUCATION AND TRAINING

High School Graduate Or General Education (GED) Test Passed? ☒ Yes ☐ No
If no, list the highest grade completed

College, Business School, Military (Most recent first)

Name and Location	Dates Attended Month/Year	Credits Earned Quarterly or Semester Hours	Credits Earned Other (Specify)	Graduate	Degree & Year	Major or Subject
South Puget Sound Community College, Olympia WA	From 06/2004 To 06/2009	64		☒ Yes ☐ No	Associates 2009	Information Technology
New Market Vocational Skills Center, Tumwater WA	From 06/2004 To 12/2005		Certificate	☒ Yes ☐ No	A+ Cert 2005	Database Repair
	From To			☐ Yes ☐ No		
	From To			☐ Yes ☐ No		

Occupational License, Certificate or Registration	Number	Where Issued	Expiration Date
A+ Certification	L58758A	Washington State	2015
WA Drivers License CDL Class B	jlpride441MF	Washington State	2018

Languages Read, Written or Spoken Fluently Other Than English

VETERAN INFORMATION (Most recent)

Branch of Service	Date of Entry	Date of Discharge
N/A		

SPECIAL SKILLS (List all pertinent skills and equipment that you can operate)

(Maximum 1000 characters) Computer repair, network hardware and software installation. Expert in Microsoft Windows 8, Microsoft SharePoint, cabling and building infrastructure, TCP/IP networks, wireless networks 802.11a/b/g/n. Able to lift 50 lbs. Good interpersonal and communication skills.

WORKSource
Washington

EMS 10171 CC 7540-032 635
ESD 1999 Rev. 12/30/03

WORK EXPERIENCE (Most Recent First) (Include voluntary work and military experience)

Employer South Wholesale Foods	Telephone Number (360) 555 - 6492	From (Month/Year) 04/2012
Address 8537 Farwest Court NE, Tumwater WA 98501		
Job Title Support Desk Specialist 1	Number Employees Supervised 3	To (Month/Year) 04/2013
Specific Duties (Maximum 1000 characters) High level technical IT support. Help desk for both software and hardware issues. Trained users on system equipment as well as maintained equipment for daily use, rebuilt computers and setup user workstation configuration. Installed and repaired printers and maintained the help desk database. Managed software updates, communicated with internal and external customers while solving their IT questions. Assisted in developing training for users and provided telephone support for offsite distribution centers and employees. Performed filing duties for the IT department.		Hours Per Week 40
		Last Salary 16.54
		Supervisor Bill Parts
Reason For Leaving Lay off due to budget cuts	May We Contact This Employer? ☒ Yes ☐ No	
Employer Computer International	Telephone Number (360) 555 - 8858	From (Month/Year) 05/2009
Address 2244 South 18th Street, Olympia WA 98501		
Job Title IT Business Analyst	Number Employees Supervised 2	To (Month/Year) 03/2012
Specific Duties (Maximum 1000 characters) Implemented a service catalog to facilitate business processes and fulfill end user requests such as: mobile phone orders, employee actions (moves, transfers, hires, departures) technology acquisition requests, key card requests, employee laptop checkouts, implemented new features as needed and thoroughly documented all work. Provided cross-training to the agency service desk supervisor who maintained the service catalog.		Hours Per Week 45
		Last Salary 15.23
		Supervisor Jane Moore
Reason For Leaving Accepted another position	May We Contact This Employer? ☒ Yes ☐ No	
Employer	Telephone Number ( ) -	From (Month/Year)
Address		
Job Title	Number Employees Supervised	To (Month/Year)
Specific Duties (Maximum 1000 characters)		Hours Per Week
		Last Salary
		Supervisor
Reason For Leaving	May We Contact This Employer? ☐ Yes ☐ No	
Employer	Telephone Number ( ) -	From (Month/Year)
Address		
Job Title	Number Employees Supervised	To (Month/Year)
Specific Duties (Maximum 1000 characters)		Hours Per Week
		Last Salary
		Supervisor
Reason For Leaving	May We Contact This Employer? ☐ Yes ☐ No	

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Signature of Applicant_____ Date_____

Interviewer's Comments:

WorkSource Washington and Washington State Employment Security are equal opportunity employers and providers of employment and training services.
Auxiliary aids and services are available to persons with disabilities upon request.

Notes

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