

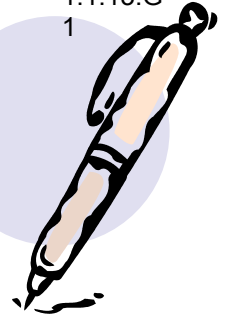
JOB APPLICATION

Take Charge of Your Finances



IMPORTANCE OF A JOB APPLICATION

- This summer Sam is applying for his first job. He wants to earn money to purchase a car when he turns sixteen.
- However, he does not know where to begin the job search process or how to complete an application.
- What do you think he should do?



JOB APPLICATION

- **Job application** – a written request for employment typically on a specific form provided by the potential employer.
- A job application is used to do the following:
 - To make a good impression with the employer,
 - To gather information about an individuals qualifications,
 - To compare candidates to one another.

ACQUIRING A JOB APPLICATION

- You can obtain a job application the following ways:
 - By email
 - By telephone
 - On the internet
 - In person
- If you go to the business for the a job application be sure to dress in a pair of non denim pants and a collared shirt.



ACQUIRING A JOB APPLICATION

Completing a job application on-site
application at home

Completing a job

+	<ul style="list-style-type: none"> ● Application is less likely to be misplaced ● Questions can be asked immediately about the application ● The application can be returned in a more timely manner. 	<ul style="list-style-type: none"> ● All information is available to complete the application ● May take their time to ensure no mistakes are made ● Has more time to read over the application multiple times
-	<ul style="list-style-type: none"> ● Must have all information present to be able to complete the application completely ● Do not have the opportunity to start over multiple times if a mistake is made ● The process becomes rushed 	<ul style="list-style-type: none"> ● Application is more likely to be misplaced ● Less convenient to return to the business to submit the application ● The process will take longer

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ON-SITE JOB APPLICATIONS

- Be sure to bring the following items with you:
 - Black pen
 - Information sheet containing:
 - Past employers with street addresses and phone numbers
 - References with contact information
 - Education information



FOLLOWING DIRECTIONS

- Read over entire application to ensure accuracy
- Follow directions carefully
 - Look for statements such as “for office use only” or “do not write below this line.”

SKILLS, ABILITIES AND EDUCATION

- List skills and abilities relevant to the job being applied for.
- When answering “what job is being applied for”, be specific.
- Education and employment history should be listed beginning with most recent.

KEEP IT LEGIBLE

- If your handwriting is not legible consider the following:
 - Scan the document into a computer
 - Type prepared responses on a separate sheet of paper to turn in with the application
- If a mistake is made, you may use correction fluid sparingly.



ABBREVIATIONS

- The only abbreviation that should be used is NA
- NA means not applicable
- This is used when a question does not refer to you

ILLEGAL QUESTIONS

- The U.S. Equal Employment Opportunity Commission states that employers cannot discriminate against the following:
 - Race
 - Color
 - Religion
 - Gender
- Regarding age, employers cannot ask for your exact date of birth, they may only ask if you are above 18 years of age.

CONTACT INFORMATION



- Keep up-to-date
- Use a professional email address
 - Example: (Yourname)@yahoo.com
- Voice mail messages should be professional
 - Use one that includes your name and number so they can confirm they have reached the right person.
 - Music or poor language is not appropriate

SOCIAL SECURITY NUMBERS

- If an employer requests your social security number, inquire why they want it prior to the hiring process.
- An application is not a secure document to list a social security number on.
- It is appropriate to request that your social security number be provided at an interview or once a job has been offered and accepted.

SALARY/WAGES

- Research typical salaries for the job being applied for.
 - A number that is too low will not give a person what they deserved to be paid.
 - A number too high may cause an employer to not consider someone.
 - If unsure what to put, use “negotiable”

CHANGING JOBS

- If a person was fired, use neutral terminology
 - Involuntary separation
 - Discuss with a past employer the option of using the terminology “resigned” if the future employer called and asked about prior employment.
- If a person quits, use neutral terminology
 - Voluntary separation
- If a person was laid off for no fault of their own, give the reason why.
 - Lack of work, lack of funding, temporary or seasonal position

REFERENCES

- **Personal Reference** – someone who can give an honest opinion about a person's character.
- **Professional Reference** – often someone who has supervised an individual in the work force.
- Check the following information with references prior to using them:
 - Preferred phone number, email, mailing address, and time of day that they can be reached

TURNING IN THE JOB APPLICATION

- Double check the application one last time for mistakes.
- After the application is returned, an employer may request an individual to be tested for illegal substances.
- Not being honest on a job application could cause the following:
 - Not getting the job
 - Being fired
- Do a follow up phone call in three business days to inquire about any questions and to be sure the correct person received the application.

THE LAW

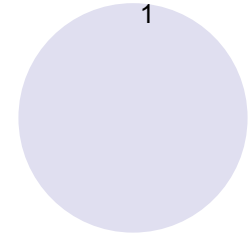
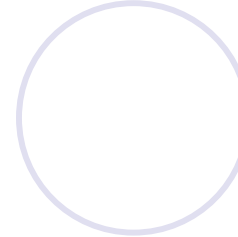
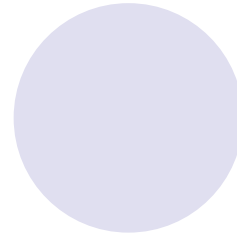
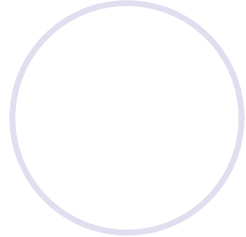
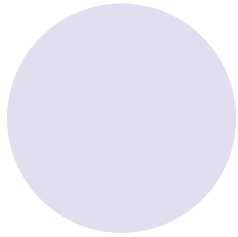
- **Minimum wage** – a set amount by the federal government that is required in the United States to pay employees regardless of the job or age of the employee.
- In April 2008 the federal minimum wage was set at \$6.55/hour. **In 2009 it was \$7.25/hour.**
- Often individual states have their minimum wage set above the federal minimum wage.

THE LAW

- 14 and 15 year olds may work outside school hours in various non–manufacturing, non–mining, non-hazardous jobs.
- They cannot work:
 - More than 3 hours a day on school days including Fridays
 - More than 18 hours per week in school weeks
 - More than 8 hours per day on non school days
 - More than 40 hours per week when school is not in session

THE LAW

- 16 or 17 years of age
 - You may perform any non hazardous job for unlimited hours
- 18 years or older
 - You may perform any job, whether hazardous or not for unlimited hours



ANY QUESTIONS?

REFERENCES

- 1. Tips for an effective job search
<http://wsd.dli.mt.gov/local/greatfalls/Tips.asp>
Montana's official state website for the Department of Labor and Employment. This website contains information valuable to future employees such as multiple tips on how to make their job search a success.
- 2. Job Applications
<http://www.iseek.org/sv/41435.jsp>
Minnesota works to provide thousands of jobs online through career, education, employment, and business information. A large portion of providing jobs is including information on how to properly fill out a job application.
- 3. Independence for Foster Youth
<http://independence.wa.gov/jobs/apptips.asp>
Washington's outreach to help foster independence in youth by aiding them in successfully obtaining a job.
- 4. US Department of Labor
<http://www.dol.gov/elaws/esa/flsa/docs/hours.asp>
Getting people back to work and giving them hope for their future and educating employees about their rights in the workforce.
- 5. The US Equal Employment Opportunity Commission
<http://www.eeoc.gov/facts/qanda.html>