

Participant Workbook

Application for Employment

Accommodations for persons with disabilities in the hiring process. If your disability is not listed, let us know, and we will provide assistance.

	Date of Application	Date Available
	Middle Initial	

Applications



City

years of age or over?

If No, Date of Birth

Table of Contents


Blank.....	3
Quality and introduction to applications.....	5
General application tips.....	6
Action words.....	7
Show your value.....	8
Answering questions.....	9
Tips for paper applications.....	10
Tips for electronic applications.....	11
Application activity.....	12
Be aware.....	13
References.....	14
Master application.....	16
Good and bad application examples.....	17
Application checklist.....	18
Things to remember.....	19

Intentionally Left Blank

Intentionally Left Blank

The job application is a screening device, so be sure to turn in a high-quality product

Quality



First impressions count! This includes your job application. Employers review the information on job applications to decide who they want to schedule for an interview. Employers often judge the appearance of your application as a clue to how much importance you put on the quality of your work.

A good rule of thumb is to put yourself in the employer's shoes when completing your employment paperwork. If you asked someone to complete an application, what would you hope to see?

In many ways the application serves as a pre-employment test. The employer is able to see several things about you as a candidate. Some of these include: can you follow instructions, are you able to write clearly and concisely or how attentive are you to details.

Introduction to applications



Think of an application as a pre-employment test.

What impression does yours make?

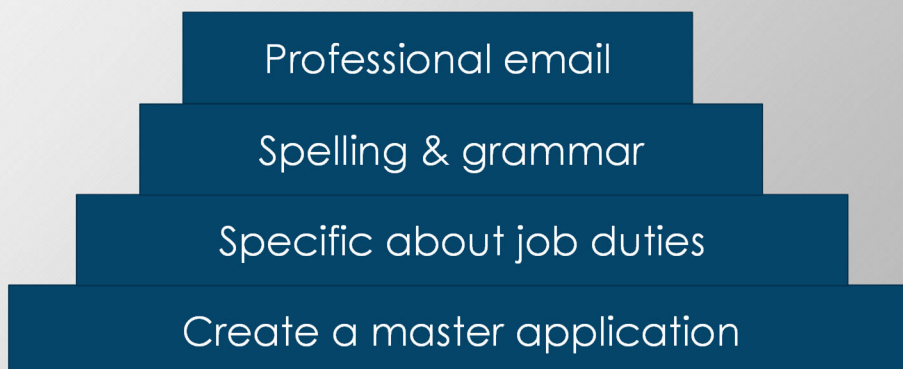
General application tips



Tips for showing employers your value

- **Focus on application quality:** Pay attention to the details; complete application with care to ensure no typos, misspellings, grammar errors or a sloppy appearance.
- **Study job opportunity announcements:** This is the best way to determine important keywords. Use these identified key words to gain their attention.
- **Be concise:** Recruiters may only take seconds for the first review and they must quickly be able to identify your qualifications.
- **Highlight accomplishments with numbers:** Which of the following entries would stand out?:
 - Wrote news releases
 - Wrote 25 news releases in a three week period under daily deadlines.
- **Create a master application:** The master application allows you to gather all of your vital employment information in one location. Saves you time when completing online applications and avoids time-outs, losing all your information.

Basic rules of completing applications



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.

Action Verb List for Resumes & Cover Letters

Management Skills	Communication Skills	Research Skills	Technical Skills	Teaching Skills	Financial Skills	Creative Skills	Helping Skills	Clerical or Detail Skills	Other Verbs
administered analyzed assigned attained chaired consolidated contracted coordinated delegated developed directed evaluated executed improved increased organized oversaw planned prioritized produced recommended reviewed scheduled strengthened supervised	addressed arbitrated arranged authored collaborated convinced corresponded developed directed drafted edited enlisted formulated influenced interpreted lectured mediated moderated negotiated persuaded promoted publicized reconciled recruited spoke translated wrote	clarified collected critiqued diagnosed evaluated examined extracted identified inspected interpreted interviewed investigated organized reviewed summarized surveyed systematized	assembled built calculated computed designed devised engineered fabricated maintained operated overhauled programmed remodeled repaired solved upgraded	adapted advised clarified coached communicated coordinated demystified developed enabled encouraged evaluated explained facilitated guided informed instructed persuaded set goals stimulated trained	administered allocated analyzed appraised audited balanced budgeted calculated computed developed forecasted managed marketed planned projected researched	acted conceptualized created customized designed developed directed established fashioned founded illustrated initiated instituted integrated introduced invented originated performed planned revitalized shaped	assessed assisted clarified coached counseled demonstrated diagnosed educated expedited facilitated familiarized guided motivated referred rehabilitated represented	approved arranged catalogued classified collected compiled dispatched executed generated implemented inspected monitored operated organized prepared processed purchased recorded retrieved screened specified systematized tabulated validated	achieved expanded improved pioneered reduced (losses) resolved (problems) restored spearheaded transformed

Show employers your value



Keywords – Numbers – Percentages – Increases - Decreases

Many job seekers do a good job of sharing what they have done in their past jobs, but most fail to demonstrate their value by sharing how good they were at it. The best way to share your value is to share the accomplishments at each job that you are proud of.

When you start to think of accomplishments, there are two types that are important to an employer: qualifying and quantifying.

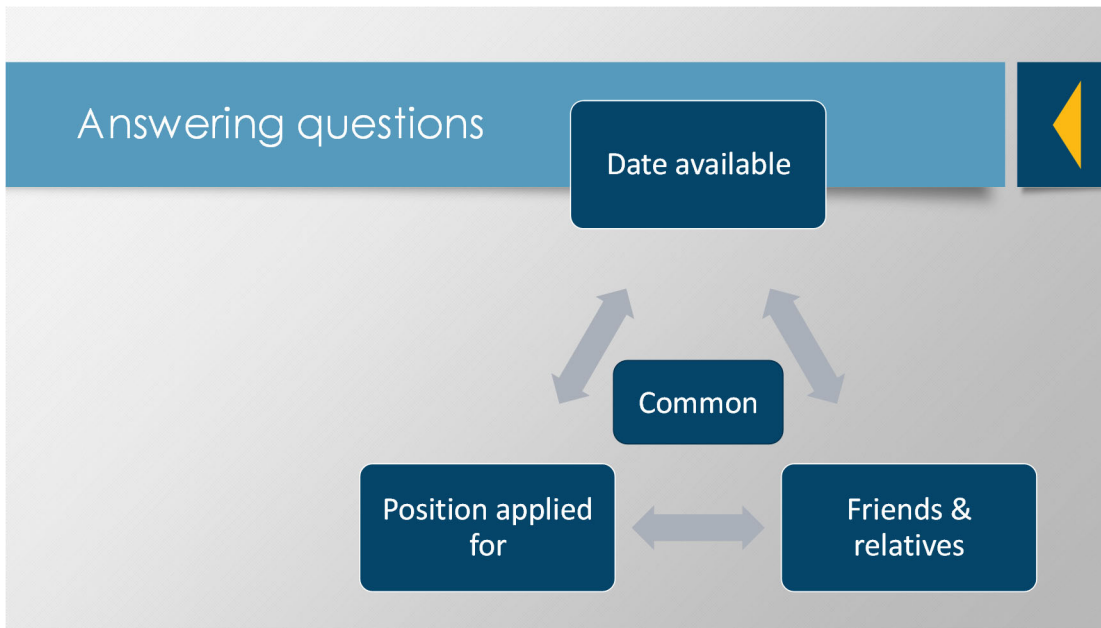
- Qualifying: Those that meet job requirements
- Quantifying: Those that set you apart from the pack

Example:

Qualifying—The job **REQUIRES** a high school diploma or GED. A qualifying statement is that you have a high school diploma from Rogers High School.

Quantifying—Set yourself apart. You state you have a high school diploma from Rogers High School, plus you were on the honor roll all four years and graduated 4th in a class of 1,000.

Notes:



Date Available: If currently employed, state two weeks from job offer. If between opportunities, choose a specific date when you will be available. Allow time for issues such as childcare or transportation.

Position Applied For: List a specific title, use terminology as shown in the job description.

Friends & Relatives: Don't make the mistake of listing someone who is really only an acquaintance and is unable to provide a strong referral or may not recognize your name when asked about you.

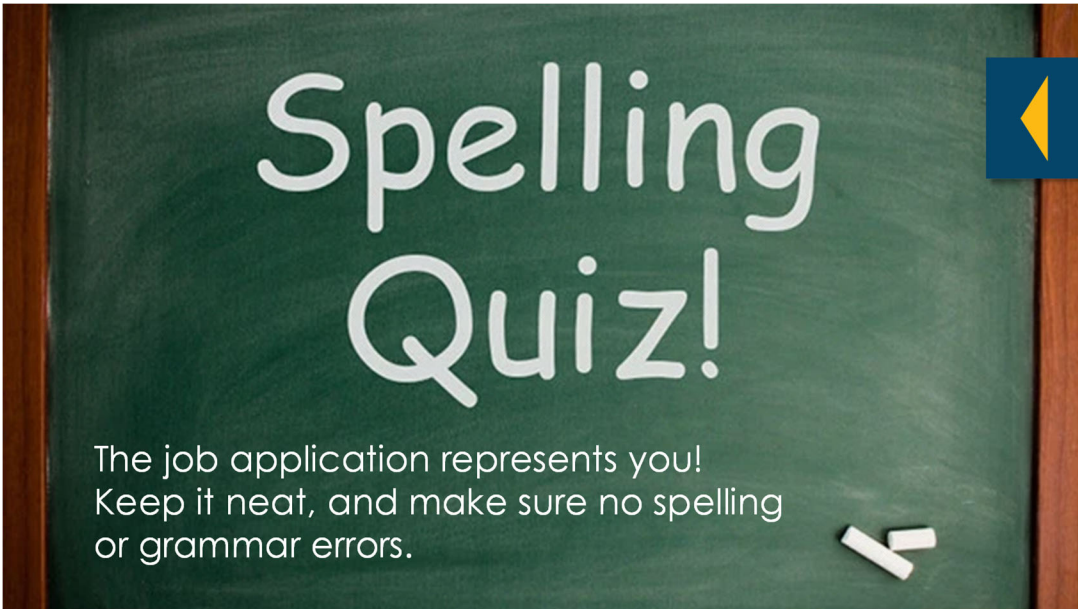
Criminal History: The Washington Fair Chance Act states that public and private employers will be prohibited from asking job applicants about arrests or convictions until after the applicant is determined otherwise qualified for the position. There are several exceptions to the law.

Salary: Do your homework and know the going salary rate in your region for your chosen occupation and level of experience. Resources for salary information are on WorkSourceWa.com or other sites such as Salary.com. State a salary range when possible.

Reason for Leaving: Provide positive or neutral statements such as career advancement, continue education, laid off, lack of work or reduction in force. Be POSITIVE!

Contact Employer: A "yes" is expected unless you are currently employed. Employers will understand a "no" for your present employer.





Proofread, Proofread, Proofread!: The fastest way to be eliminated from consideration is misspelling words, grammatical errors and a sloppy application. Have a second set of eyes review your application before submission. If it is not possible to have someone else review your application you may want to read it aloud to yourself.

Be prepared: Ensure that you have a couple of black ink pens available with you to complete a handwritten application. Bring your master application so you have all the relevant information at your finger tips.

Resume and reference letters: Submit your resume along with the application whenever possible. If you have reference letters, consider submitting one with your application—the one that is most relevant. Your letters need to be current, no more than 3-5 years old as people can change.

Tips for paper application

- Pens – black ink
- Master application
- Resume and reference letters

Workbook page 7

Make sure you know if the online application you are working on times out and how much time you have to complete it.

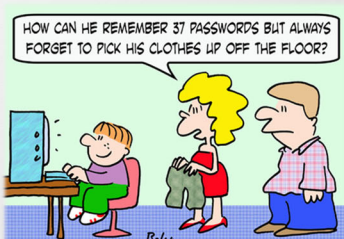


Password protection: You will be applying on multiple company websites, many of which will require you to create an account. Each site will have its own requirements for creating your password. The most common requirements are that your password include an upper and lower case letter, a number and a character. Create a secure location to store your passwords. Consider creating a naming convention that can help you remember.

Pop-up blocker: While searching on some websites you may be pushing a link that doesn't seem to take you to another page, but you know it should be producing something. This happens frequently with applications. You may push apply now and nothing happens, this could have been blocked in a pop-up blocker. The browser will usually tell you if it is blocking a pop-up window. Check under the address bar to see if a pop-up has been blocked. If this is the case you may click on options and choose to allow the pop-up so you can continue with the online application.

Professional email: If your personal email is not up to the task of representing you in a professional manner, create a new one dedicated to your job search. Ideally, it should include your name in some manner such as jane.doe@gmail.com. If you need to add additional components to your address, avoid using dates such as birth year or graduation year that could disclose age.

Be prepared



- Easy to remember login ID and password
- Professional email address
- Master application

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.

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.

Take care

Complete in a professional manner

Read carefully



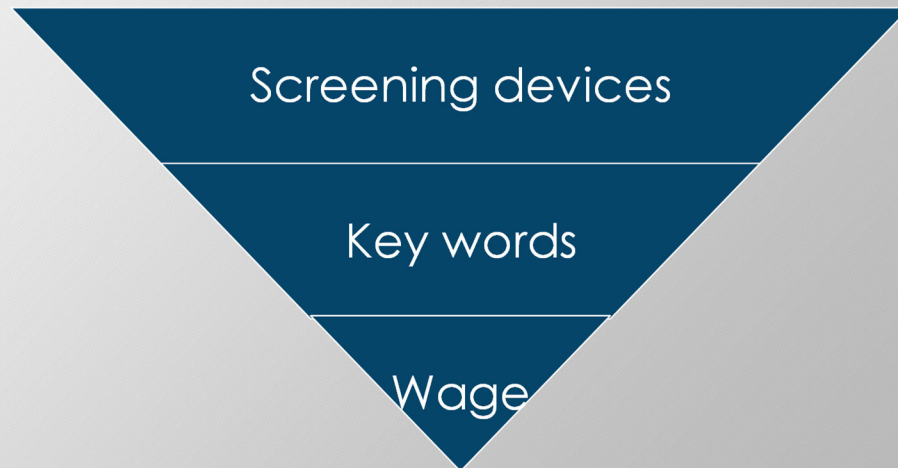
Review application

No safety nets

Be aware



Applicant
Tracking
Systems



Applicant Tracking Systems (ATS): Human resources software that act as an electronic gatekeeper for an employer. The ATS analyzes a resume's content into categories, then scans it for specific keywords to determine if the job application should be passed along to the recruiter.

Key words: Leveraging key words is one of the most effective ways of making sure your resume gets past an ATS. Your task is to integrate the key words in your resume. Try to incorporate achievements that demonstrate your skills in your resume through bullet statements. This will satisfy the computer with key words but also help the hiring manager understand how you will bring value to the team.

Wage: Don't fall into the wage desired trap. If the application does not allow you to say "open" because it requires a dollar figure, do your research before answering. Know what the company pays for the job. Know what the competition pays. Tools such as CareerOneStop which provides local wage information and the budget calculator that will help you determine what you need to make are available on WorkSourceWA.com under the Career tools tab.

Types of references

- Professional
- Academic
- Personal



Generally, references are contacted after the interview process to validate the decision made during the interview process. As a job seeker it is critical that you select references that will represent you well. Employers are looking to verify the type of person you are as well as the quality and quantity of your work.

As you move through the interview process it is beneficial to keep your references informed of your progress and provide them a heads-up when they may be contacted by an employer. At a minimum you should share with them the employer, the position and a brief description of the job. It is okay to coach them on what you would like them to share.

Professional: Supervisors, managers, co-workers, customers—includes volunteer work

Academic: Teachers, professors or counselors

Personal: Friends and family—least desired by employers



Circle or highlight the components that make this a bad application.

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) 98501 Other Telephone () 555-9942
 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
 Are you able to perform the essential functions of the job you are applying for, with or without reasonable accommodation? Yes No Shift: Day Swing Graveyard Rotating
 Salary Desired Gain 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	Quarterly or Semester Hours	Credits Earned Other (Specify)	Graduate	Degree & Year	Major or Subject
<u>Lakes High School</u>	<u>From 9/00 To 6/04</u>			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<u>Diploma 2004</u>	<u>General</u>
<u>New Market Skills Center</u>	<u>From 6/04 To 2005</u>			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<u>2005</u>	<u>Var Skills</u>
<u>S.P.S.C.C</u>	<u>From 2005 To 2009</u>			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<u>Assoc 2009</u>	<u>Computers</u>

Occupational License, Certificate or Registration
 Occupational License, Certificate or Registration A+ Cert Number L58758A Where Issued WA Expiration Date 2015
 Occupational License, Certificate or Registration WA CDL C/B Number Jpride 94116 Where Issued WA Expiration Date 2018

Circle or highlight the components that make this a good application.

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) Pride (First) Jason (Middle Initial) L Home Telephone (360) 555-4912
 Address (Mailing Address) 4525 Jackson Avenue SW (City) Olympia (State) WA (Zip) 98501 Other Telephone (360) 555-9411
 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 Customer Support Specialist Will Accept: Part-Time Full-Time Temporary
 Are you able to perform the essential functions of the job you are applying for, with or without reasonable accommodation? Yes No Shift: Day Swing Graveyard Rotating
 Salary Desired \$13.00 Date Available 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	Quarterly or Semester Hours	Credits Earned Other (Specify)	Graduate	Degree & Year	Major or Subject
<u>South Puget Sound Community College, Olympia WA</u>	<u>From 05/2004 To 06/2009</u>	<u>64</u>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<u>Associates 2009</u>	<u>Information Technology</u>
<u>New Market Vocational Skills Center, Tumwater WA</u>	<u>From 09/2004 To 12/2005</u>			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<u>A+ Cert 2005</u>	<u>Database Repair</u>

Occupational License, Certificate or Registration
 Occupational License, Certificate or Registration A+ Certification Number L55758A Where Issued Washington State Expiration Date 2019



Applications Checklist

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 resume” 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 good fit for the job.
- Attach resume 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 proofread your work before submitting the document.
- Make yourself a copy of your paper application before you turn it in. When possible, save your electronic application as well. You can review what you wrote before an interview or if the employer calls for clarifying information.



There is no second chance to make a first impression. Prior to submitting your application have a second set of eyes review it.

Remember, the application is a legal document. When you sign it you are attesting to the truthfulness of all the information you provided.

Ensure that you have supporting stories for any of the information you provided that you can share in an interview.

