

Cañada College Career Center

Successfully Completing a Job Application



General Guidelines

The job application, once signed, is considered a legal document from the employer perspective, while your resume is considered your “marketing brochure” in which you can display your skills in the most positive light. Besides submitting the application online, if possible and appropriate also submit it in person so you can ask for an

- **To begin — make a copy of the blank application form, even for online applications.** You’ll complete this copy, making changes until it’s accurate. Then transfer information from the draft to the final application for submission.
- **Read all the directions and answer each question,** even if you need to put N/A (not applicable).
- **Be Honest** in answering questions. By signing the form you are attesting that all information provided is truthful and accurate.
- Make sure that the information provided on your application **agrees with your resume.**
- **Print neatly** and clearly or type your answers.
- **Use proper punctuation and grammar.**
- **Put a positive spin** on any negative information.
- Unless otherwise requested, **only list your employment for the last 10 years.**
- **Before submitting it, make a copy of the completed form.** Attach the job announcement to your copy (if submitting in person), and keep it with other application materials to stay organized.

Answers to Difficult Questions

- **Desired Salary** — Put “negotiable.”
- **Availability for work** — if you’re working, it’s best to put “after giving employer two weeks notice.” If you’re not working, you might want to put “available immediately” or give a specific start date.
- **Criminal conviction** — if you have a conviction (not just an arrest), try to be positive about it. For example, if you were convicted of a drug offense several years ago, you might want to state “drug offense occurred three years ago. Since then, I’ve received treatment, been drug free, and have lead a responsible life.”
- **Disability/medical questions** — with the passage of the Americans with Disabilities Act (ADA), employers are not allowed to inquire about health or medical conditions, disability, or work related injuries. They may only ask if you would need an accommodation to perform your job duties. It’s best to limit this information and address it in the interview, if necessary.
- **Reasons for leaving previous jobs** — It’s best to be concise and positive, especially if you left a job under difficult circumstances.

Using Positive statements to Describe Difficult Terminations

Write:

- Company restructuring (if true) INSTEAD of personality conflict
- Tended to personal business which has been resolved INSTEAD of personal/family problems
- Sought new career opportunity INSTEAD of job burn-out, or didn't like job
- If it coincides with a company layoff, you may be able to state lay off or restructuring INSTEAD of job injury/hospitalization or fired

Generic Employment Application

Employer Name: _____ Job Number: _____
Date: _____

Position: _____ Telephone Number: _____

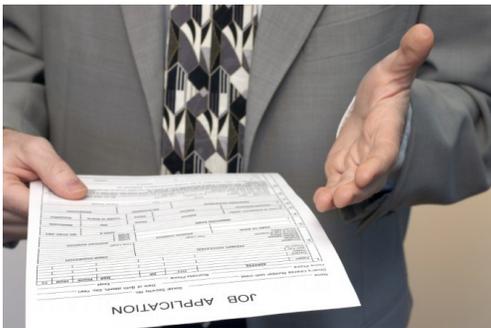
PERSONAL INFORMATION

Name (Last, First, Middle) _____ Message Number _____
Address _____ E-mail Address _____
City/State/Zip _____

Are you legally authorized to work in the United States? Yes No
Are You Applying For: Full Time Part Time Temp
What SHIFTS Will You Work? Days Evenings Nights
May We Contact Present Employer? Yes No

EMPLOYMENT HISTORY - Begin With Most Recent Employment

Dates From	To	Company Name	City, State	Titles and Duties	Supervisor's Name	Telephone Number	Reason for Leaving



Do You Really Want the Job?

First impressions are important. Your appearance is important, even when submitting an application. Every time you make contact with an employer, dress as though you are ready to go to work. Remember to bring everything with you that you will need when filling out applications. It does not create a business-like impression when a job seeker needs to borrow the employer's pens to complete an application. Be organized When you think you might be completing applications, bring with you pens (black or blue ink) and copies of your

- All employment history information including company names, addresses, telephone numbers, supervisor's name and phone number, and dates of employment.
- Volunteer work history with community organizations including organization names, addresses, telephone numbers, and dates of service.
- Personal references including names, addresses, email addresses and telephone numbers.
- Information such as education and social security number.



It was a mistake for Eric to wear a t-shirt to his job interview, and it was a bigger mistake to wear that particular t-shirt.