



HE-769

Get That Job!

Filling Out an Application

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 else check it over. You should return an application to the employer within 24 hours.

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

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 have had, your supervisors' names, and the companies' addresses
- ✍ Driver's license number

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 you can find correct spellings, 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.

Sample Personal Data Sheet

Name _____ Social Security Number _____

Address _____ Zip Code _____

Phone Day _____ Night _____

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 _____

Name _____ Complete Address _____ Job Title _____

Name _____ Complete Address _____ Job Title _____

Suggestions for filling out an application

- Always use a pen, not a pencil.
- Print clearly or type.
- Use correct spelling.
- Write sentences the employer can understand.
- Make sure the application is not messy with smudges.
- Be truthful.
- Avoid using the word “no” when you need to leave something blank. For example, answer the question “Have you ever been convicted of a crime?” with “N/A” meaning “Not Applicable” or “Does Not Apply.”
- Avoid using “no phone.” Put a close relative’s or friend’s phone number where you can be reached. Remember to tell that person you are using his or her telephone 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 “Wish to discuss in person.”

Filling out a job application can be confusing, especially when symbols are used. The following are abbreviations often used:

| | |
|-------------------------|---|
| BD or DOB | Birth Date or Date of Birth (including month, day, and year) |
| SS, SS#, or Soc. | Social Security Number |
| Wt. | Weight |
| Ht. | Height |
| Tel. | Telephone number |
| M or F | Male or Female |
| M, S, or Div | Married, Single, or Divorced |
| Yr. | Year |
| Mo. | Month |
| Exp. | Experience |
| Edu. | Education |
| No. or # | Number |

Below is a list of words and their definitions that you may see on applications:

| | |
|----------------------------|--|
| Applicant | This means YOU, the person who is applying for the job. |
| Marital Status | Are you married or single? |
| Spouse | Your wife’s or husband’s name |
| Dependents | The number of people you support financially (children or others) |
| Relationship | How that particular person is related to you (cousin, son, friend, former employer) |
| Maiden name | A woman’s last name before her first marriage |
| Occupation | What type of work you do |
| For office use only | Leave blank; company will fill out |
| Permanent address | A place you consider home: where you may be contacted at all times |
| Present address | Where you are currently living |
| References | People who know you well and will speak favorably of you to a possible employer |
| Full-time | Works at least 36-40 hours a week |
| Part-time | Works at least 16-20 hours a week |
| EEO Employer | Equal Employment Opportunity Employer. This means a business cannot discriminate on the basis of age, color, national origin, sex, religion, handicap, disabled veteran, or Vietnam-era veteran. |

Evaluation Form

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

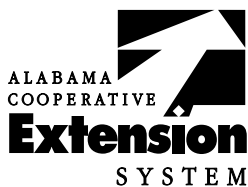
| Yes | No | |
|-----|-----|---------------------------------------|
| ___ | ___ | Neat, clean, and readable |
| ___ | ___ | Correct spelling |
| ___ | ___ | No blank lines |
| ___ | ___ | Correct phone numbers (day and night) |
| ___ | ___ | Correct Social Security number |
| ___ | ___ | Did not use 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.

References

- Dawson, Kenneth and Dawson, Sheryl N. *Job Search—The Total System*. John Wiley and Sons, 1998.
- Armstrong, Fiona; Baum, Myra; and Joan Block Miller. *Getting Ready for the World of Work*, McGraw-Hill Publishing Company, 1980.
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Your Experts for Life

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For more information, call your county Extension office. Look in your telephone directory under your county's name to find the number.

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