

Job Application Guide

Please PRINT

General Information

Name (Last, First, Middle)			Social Security # (xxx-xx-xxxx)
Address (Apartment, Street, P.O Box)			Home Telephone #
City	State	Zip Code	Work Telephone #
Email Address			Cell Phone #

Gender ☐ Female ☐ Male

Education Level

(Check highest level completed)

- | | |
|--|--|
| <input type="checkbox"/> 1. Did not complete high school/GED | <input type="checkbox"/> 6. Two-year technical diploma |
| <input type="checkbox"/> 2. Completed GED/HSED | <input type="checkbox"/> 7. Two-year associate degree |
| <input type="checkbox"/> 3. Graduated from high school | <input type="checkbox"/> 8. Bachelor's degree |
| <input type="checkbox"/> 4. Some college, no degree | <input type="checkbox"/> 9. Some graduate degree courses |
| <input type="checkbox"/> 5. One-year technical diploma | <input type="checkbox"/> 10. Graduate college degree |

Additional Information

List additional education, training, certifications or skills:

Education

High School

Have you received a high school diploma or its equivalent? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, please list:	Location	City	State

College

Name of School(s)	Dates		Degree, Diploma, or Credits Earned
	From (mm/yyyy)	To (mm/yyyy)	

Employment

Begin with current or most recent employer. List chronologically all employment for 10 years, including summer and part-time employment while attending school. To furnish additional employment information, attach sheets of the same size and format as this application. Begin with current or most recent employer.

Name and Address of Employer	Dates of Employment	
	From (mm/yyyy)	To (mm/yyyy)
Name of Employer		
Address:	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	Wages/Hr:
City:	State:	Zip Code:
Supervisor's Name/Telephone Number:	May we contact the employer / supervisor? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Position and kind of work:	Reason for leaving:	

Name and Address of Employer	Dates of Employment	
	From (mm/yyyy)	To (mm/yyyy)
Name of Employer		
Address:	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	Wages/Hr:
City:	State:	Zip Code:
Supervisor's Name/Telephone Number:	May we contact the employer / supervisor? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Position and kind of work:	Reason for leaving:	

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Name of Employer		
Address:	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	Wages/Hr:
City:	State:	Zip Code:
Supervisor's Name/Telephone Number:	May we contact the employer / supervisor? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Position and kind of work:	Reason for leaving:	

QUESTION: How do I word my reason for leaving a job?

ANSWER: This can be difficult. There are reasons that are easier to word such as:

- Returned to school
- Company closed
- Department laid off
- Department outsourced
- Position phased out

Then there is the challenging reason – as a result of being fired. Getting advice from a professional about your specific challenge may be a wise thing to do before you complete your application.

The first rule is to answer truthfully, but generally. If you were fired, it's dishonest to say you were laid off. "Laid off" means the company would consider rehiring you if work became available. A company's employment and reference check will usually reveal any difficulties with previous employers. A past supervisor will not confirm lay off if you were fired.

Some applications ask you to check the appropriate box – discharge, layoff, or resignation – and then offer space to explain. Definitely check the correct box. Not checking any box will end your application chances.

Writing only "Will explain at interview" is usually a dead end. The potential employer may simply be checking on your honesty more than anything else. Just because you were discharged doesn't mean the employer won't hire you. If you were discharged and the application form allows, consider writing "Discharged – Willing to discuss." This shows honesty and openness which could yield more positive results. If the application only allows for a checkmark, use your cover letter to address your interest in discussing the ethical (values, conflict, etc.) issue related to the termination at the time of the interview. Don't get into detail in the cover letter.

Be brief. There are good reasons not to give too much information. A short, general explanation may be enough to satisfy the employer. If your impossible boss was your reason for resigning, don't write "Boss problems" or give details of those problems. Blaming others is a red flag to any employer because you appear not to be able to get along with people or take responsibility for your actions. Consider writing "Sought a new challenge" instead.

Keep your explanation above the personality level and consider using phrases such as:

- Ethical differences or values differences
- Temporary position or seasonal position
- Conflict within department team preventing goals from being reached
- No opportunity for advancement
- Accepted new job offer
- Sought new (or more challenging) opportunity
- Job ended
- Refused to do unsafe work
- Involuntary separation

It would be unwise to explain by writing statements like these:

- Fired, quit, health problems, injury, personal problems, conflict with co-worker (boss), didn't like company, or too many absences.

You must be prepared to briefly expand on the reason at the interview. A positively stated, reasonable, and still general explanation should work well. Put a positive spin on your interview explanation, taking responsibility and briefly saying how the experience taught you something valuable that you have since applied with success.

QUESTION: How do I handle employment gaps? Do I list all past jobs?

ANSWER: Gaps happen no matter how great an employee you are! They can be caused for reasons that are very understandable: a layoff, a return to school, the need to care for a sick parent, a new baby, or a desire to travel, relocate, raise your children. They aren't necessarily a problem unless you have a history of gaps.

It's best to be truthful. Enter the accurate dates, including month and year. Though your gap may stand out, you have the option of briefly explaining the gap in a cover letter. This should be done in a general and positive way. If you used your gap time to expand or apply your job related skills, include this.

Have you ever been warned / disciplined for any of the following occurrences in your previous or current employment?

Attendance ☐ Yes ☐ No If yes, please explain: _____

Performance problems ☐ Yes ☐ No If yes, please explain: _____

Safety violations ☐ Yes ☐ No If yes, please explain: _____

Harassment ☐ Yes ☐ No If yes, please explain: _____

Violent behavior ☐ Yes ☐ No If yes, please explain: _____

Inappropriate use or possession of alcohol ☐ Yes ☐ No If yes, please explain: _____

Inappropriate use or possession of a drug ☐ Yes ☐ No If yes, please explain: _____

Have you ever been suspended from any position? ☐ Yes ☐ No If yes, please explain (including date, location, employer and situation): _____

Military Service

Branch of Service	Active Duty or Reserve	Highest Grade	Skill Specialty or Primary Duty

Arrest and Conviction Record

When completing the following information do not disclose information regarding convictions that have been judicially sealed, expunged, eradicated, impounded, or dismissed. Do not disclose information regarding juvenile court convictions or minor traffic violations. A conviction will not automatically disqualify you from employment. All cases are considered on an individual basis, and the offense will be compared to the position that you are applying for.

1. In the last 7 years, have you been convicted of, pled guilty or no contest to, been imprisoned, or on probation for any felony? Check one: ☐ Yes ☐ No
2. In the last 7 years, have you been convicted of, pled guilty or no contest to, been imprisoned, or on probation or parole for any misdemeanor? Check one: ☐ Yes ☐ No
3. Do you currently have charges pending against you? Check one: ☐ Yes ☐ No
4. Are you currently on probation? Check one: ☐ Yes ☐ No
5. Are you prohibited by state or federal law from possessing a firearm?
Check one: ☐ Yes ☐ No
6. Has a State Licensing Authority ever revoked, suspended, or placed conditions upon your professional/occupational license(s)? ☐ Yes ☐ No
7. If you answered Yes to any of the questions above, please explain completely: _____

8. Do you possess a valid Wisconsin driver's license or valid driver's license from another state?
Check one: ☐ Yes ☐ No
9. Are you currently legally authorized to work in the United States? ☐ Yes ☐ No

QUESTION: What about felony, misdemeanor, and convictions?

ANSWER: An honest approach is best. Criminal background checks are now commonplace in the hiring world, and many companies have policies about employing people with criminal records. Your completed application is a legal document, and if falsified can be used as an immediate cause for dismissal. Felonies and misdemeanors are recorded in federal or state government data banks which are easily accessible, even those from other states.

When completing a job application, make sure you read the felony/misdemeanor questions carefully. If asked whether you have been convicted of a felony and you've only been convicted of a misdemeanor, answer "no". Also, be aware that having been arrested on a felony or misdemeanor charge is not the same as having been convicted. You can honestly answer "no" to the conviction question in this case because arrest doesn't confirm guilt. Some experts suggest adding a paragraph to your application briefly describing your offense and how you've successfully applied what you learned from your experience.

Indicate any special accommodations you may require:

QUESTION: How do I disclose my disability or need for accommodations?

ANSWER: First, you should study state and federal law so that you know your rights. The Americans with Disabilities Act makes it illegal for employers to ask if you have a disability.

If an application asks if you have a disability, it's therefore advisable to leave it blank or write a dash so the employer knows you read the question.

If you have been informed of the requirements of the job AND you are asked if you are capable of reasonably performing these requirements with or without reasonable accommodation, then you should disclose. To decide what you will disclose means you need to know the requirements of the job and how you can fulfill them with or without accommodation. To receive the accommodation, you must by law disclose your disability.

If you can reasonably perform the job duties without accommodation, you should not disclose.

If you don't need reasonable accommodation for the job, but you do need it for the interview, then disclose your accommodation needs verbally when you are called to schedule an interview. This allows the employer to make arrangements ahead of time.

Be well prepared for your interview. Practice how to answer both appropriate and even inappropriate questions. Refocus the interview away from your disability, but be open to briefly educating the interviewer by answering questions politely.

References - THIS SECTION MUST BE COMPLETE

Work or education related (e.g. former employees, supervisors, co-workers, school faculty)/ No relatives/significant others.		
Name/Telephone/Address	Occupation	Nature of Relationship
1		
2		
3		

QUESTION: What if I don't have good references or I don't know the last name of a reference?

ANSWER: It's your responsibility to get the best references you can and communicate with them so that you obtain their permission and prepare them for employer calls.

If you don't have someone's full name, you'll have to do some research to obtain the name and contact that person. Do this BEFORE you complete an application. If you write only a first name, your application is incomplete which indicates you're not serious about your application. If research doesn't yield a last name, think of a different reference.

If you don't have good references, think hard to create the best list you can. Base your reference choices on who will offer the strongest recommendation for you: people who best know your work habits and achievements and who will say positive things about you. Former supervisors, managers, co-workers, customers, vendors, and academic instructors are people to consider. Think of contacts not only from paid experiences, but also from internships and volunteer experiences. Don't include family members. Personal friends are often not contacted by employers because of their bias towards you. However, it may be wise to include one or two personal references considering the increasing challenge that human resource managers now face in getting companies to do anything more than confirm dates of employment.

Desired Salary: _____

QUESTION: What should I enter for expected salary?

ANSWER: You have several choices. One is not to answer. DON'T do this. Your application will probably be considered incomplete and tossed.

Second, you can be general and sound flexible without being definite by writing "open," "negotiable," or "competitive." From the viewpoint of human resource managers, this is not preferred because it doesn't give them a figure to work with. However, depending on your circumstances, it might be the wisest thing to do.

Third, and perhaps best, is to identify a salary range after thoroughly researching the salary for the type of position you're applying for. Consider your education, experience, qualifications, the job's responsibility level, and geographic area. A range will allow you more flexibility. You can also write "open" or "negotiable" after the range. Research by using your network contacts, salary surveys at: www.fvtc.edu/wage&salary, other internet Web sites (some are free), and your local chamber of commerce.

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