

Completing the Application

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Completing the Application

Employment Application	
Personal Information	
Name (Last, First, MI)	
Street address	
City, State, Zip	
Home phone number	Work phone number
Facsimile number	E-mail address
Social security number	Driver's license number/state/expiration
<i>(if job involves any driving)</i>	
Employment Desired	
Position applied for	
How did you hear about this position?	
Date available for work	Desired hours (full time, part time, etc.)

PERSONAL INFORMATION

- Name** Birth/Legal name
Match ID, W2, I9 info?
- Address** Reliable?, Deliverable?
- Phone** Reliable?, Shared?
Greeting/VM prompt?
- E-mail** Address resemble name?
Access? Web-based?
- SS# / DL#** Available?
Why requested?

POSITION DESIRED

- Avoid "any"** Match job announcement
Research industry positions
- Referral** Current Employee
Customer
School
- Availability** "Immediately"
"Upon Notice to Employer"

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Employment Application

Employment History

List below all present and past employers over the past ten years, starting with your most recent employer. Account for all periods of unemployment. You must complete this section even if attaching a resume. May we contact your current employer? YES NO

1.	Employer (current <input type="checkbox"/> Yes <input type="checkbox"/> No)	Start Date	End Date	Essential job functions of final position
	Address			1.
	City, State, Zip	Starting Salary	Ending Salary	2.
	Phone number			3.
	Fax number	Supervisor(s)		4.
	Job position(s)	E-mail address of supervisor		
	Reason(s) for leaving			
	What value did you add to this company or its customers?			
			
			

EMPLOYMENT HISTORY

- **Employer** True Legal Name
- **Phone** Supervisor, if possible
- **Supervisor** Favorable? Still There?, Someone Else?
- **Reason Left** Positive Non-personal
- **Job Functions** Match Job Posting Action Words Proper Tense



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- Felony Box
(use Casenet www.courts.mo.gov/casenet)
 - SIS vs. SES
 - Have you ever been convicted of a felony?
 - Have you ever been convicted of a felony or misdemeanor?
 - Have you ever been arrested for any law violation, or are you now under charges of any offense other than minor traffic violations?
 - Letter of Explanation; non-violent, non work-related



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Additional Information	
Have you ever been employed with this company before? If Yes, when?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have any friends or relatives employed by this company? If Yes, please provide their names and relationship to you:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you currently employed? May we contact your employer? Are you currently on "lay off" status and subject to recall?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
If you are under 18 years of age, can you provide proof of your eligibility to work?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If hired, can you provide proof of U.S. citizenship or proof of your legal right to work in the U.S.?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you able to perform all of the essential functions of the job for which you are applying with or without reasonable accommodation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If hired, are there any accommodations the company would need to provide so that you can perform all those essential functions and duties of the position being applied for? If Yes, please explain:	<input type="checkbox"/> Yes <input type="checkbox"/> No
If driving is a requirement of the position applied for, have you in the last 7 years been convicted of Driving Under the Influence "(DUI)"	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
If hired, do you have a reliable means of transportation to and from work?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If hired, would you be able to travel or work overtime as needed?	<input type="checkbox"/> Yes <input type="checkbox"/> No

- Additional Information & Spaces

- Always complete each box
- NA or similar
- Your signature makes it a legal document.
- *Handwriting*



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Employment Application		
References		
List below three persons not related to you who have knowledge of your work performance within the last 5 years		
Name		Occupation
Company name	Address	
Telephone	E-mail	Relationship & years acquainted
Name		Occupation
Company name	Address	
Telephone	E-mail	Relationship & years acquainted
Name		Occupation
Company name	Address	
Telephone	E-mail	Relationship & years acquainted
Additional Space		

REFERENCES:

- Call Them First!
- They should know what you are looking for.
- They should be willing to say positive things about you.
- Try to provide direct/personal phone numbers and e-mail addresses.
- Other reference sources:
 - Co-workers
 - Subordinates
 - Customers
 - Trainers
 - Agency Caseworkers





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