Job Applications

Career Portals
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Job Applications

• What are they?
• What is their purpose?
• Where do you get one?
Two Types of Job Applications

- Paper copy
- Electronic/Online version
**Joe’s Juice Bar**

**Job Application**

<table>
<thead>
<tr>
<th>Name</th>
<th>(Last)</th>
<th>(First)</th>
<th>(Middle)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of Birth</th>
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</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>(School Name)</td>
</tr>
<tr>
<td>-------------</td>
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<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(School Name)</th>
<th>City</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(School Name)</th>
<th>City</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Activities, Hobbies, Interests:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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<tr>
<td></td>
</tr>
</tbody>
</table>

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Work History

Employer

Position

Immediate Supervisor

Length of Employment

Reason for Leaving

Job Responsibilities

Work History

Employer

Position

Immediate Supervisor

Length of Employment

Reason for Leaving

Job Responsibilities

Why do you want to work for Joe’s Juice Bar?

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## Paper Copy Job Application

<table>
<thead>
<tr>
<th>Name</th>
<th>Period</th>
<th>Date</th>
</tr>
</thead>
</table>

### Previous Employment

<table>
<thead>
<tr>
<th>Company</th>
<th>Phone</th>
<th>( )</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>Supervisor</td>
<td></td>
</tr>
<tr>
<td>Job Title</td>
<td>Starting Salary $</td>
<td>Ending Salary $</td>
</tr>
</tbody>
</table>

**Responsibilities**

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>Reason for Leaving</th>
</tr>
</thead>
</table>

**May we contact your previous supervisor for a reference?**

- YES [ ]
- NO [ ]

<table>
<thead>
<tr>
<th>Company</th>
<th>Phone</th>
<th>( )</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>Supervisor</td>
<td></td>
</tr>
<tr>
<td>Job Title</td>
<td>Starting Salary $</td>
<td>Ending Salary $</td>
</tr>
</tbody>
</table>

**Responsibilities**

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>Reason for Leaving</th>
</tr>
</thead>
</table>

**May we contact your previous supervisor for a reference?**

- YES [ ]
- NO [ ]

### Military Service

<table>
<thead>
<tr>
<th>Branch</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rank at Discharge</td>
<td>Type of Discharge</td>
<td></td>
</tr>
</tbody>
</table>

**If other than honorable, explain**

### Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my dismissal.

**Signature**

**Date**

Source of application template: Free Microsoft Word™ Template.
Your Job Application

the first impression you make with a prospective employer or hiring manager
Your Job Application

You want to make sure **YOUR** application is **NOT** immediately discarded by the employer or hiring manager.
Your Job Application

You want yours to stand out!
Job Search

When preparing to go job searching in person, remember to take:

- a blue or black pen
- your personal data sheet or résumé

WHY?

In case you are asked to fill out an application on site.
Job Search

Dress in appropriate attire when:
- asking for an application
- turning in an application

WHY?
You might get an on-the-spot interview!
Job Application

Paper copy:
• If possible, request two applications

Online applications:
• Print out a copy
Filling Out a Job Application

Step 1

• Carefully read the application and any special instructions BEFORE YOU BEGIN
• Gather all information you will need:
  • Names and address of references
    • Before including someone as a reference, ask their permission and advise him/her that they may receive a call from a hiring manager
Filling Out a Job Application
Step 2, continued

- Names and dates of previous employment
- Educational information
- Accurately fill in the start and end dates
- Take a mini personal data sheet (paper or on phone) or résumé
Filling Out a Job Application

Step 3

• Complete every space on the application. If something does not apply to you, mark it as “Not Applicable” or “N/A.”

Note:

• Complete one of the two paper copies you acquired
• Complete the printed copy of the online version
• On site: Be extremely careful filling out the form
Filling Out a Job Application
Step 3, continued

• **Print** legibly
• Double check spelling and grammar
• Make sure your information is accurate
• Keep document clean and unwrinkled, in a folder if possible
Proofread and double check all the information in the application.
Filling Out Job Application

Step 5

• Sign and date
• Attach your personal résumé (next lesson)

Your application is now ready to be submitted!
How to Fill out a Job Application

Click on link
Job Application – Lots of Errors
Job Application – Lots of Errors
### Schedule and Work Availability

<table>
<thead>
<tr>
<th>Weekday</th>
<th>Morning 5:00 AM - 12:00 PM</th>
<th>Afternoon 12:00 PM - 4:00 PM</th>
<th>Evening 4:00 PM - 9:00 PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Monday</td>
<td></td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Tuesday</td>
<td></td>
<td>No</td>
<td>No</td>
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<tr>
<td>Wednesday</td>
<td></td>
<td>No</td>
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<tr>
<td>Thursday</td>
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<tr>
<td>Friday</td>
<td></td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Saturday</td>
<td></td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

### References

| Name:       | JOHN KENT                     |
| Title:      | OWNER - KENT HAY              |
| Relationship: | UNCLE                        |
| Years Known: | 12 - SINCE I WAS             |

| Name:       | SAM KENT BOONE               |
| Title:      | OWNER - SAMS CLEANERS       |
| Relationship: | UNCLE                        |
| Years Known: | 12                           |

| Name:       | I FORGET                     |
| Title:      |                                |
| Relationship: |                             |
| Years Known: |                             |

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Job Application - Better

**Work History**

**DAIRY QUEEN**

Employer: **CLEAN UP (SWEeper)**
Immediate Supervisor: **JOE TONG ALMEJDA**

Position: **6 MONTHS**

Length of Employment: **WORK WAS TOO LONG AND LATE**

Reason for Leaving: **CLEANER / SWEeper / STOCKER**

Job Responsibilities: **N/A**

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Employer: **N/A**

Position: **N/A**

Immediate Supervisor: **N/A**

Length of Employment: **N/A**

Reason for Leaving: **N/A**

Job Responsibilities: **N/A**

Why should Shelby’s Snow Cones hire you?

I will work hard and be dedicated to Shelby’s.
Job Application - Best

YOUR TURN
Resources and References

Images:
Microsoft Office Clip Art: Used with permission from Microsoft.

Websites:
Animation Factory
Free slide presentation templates
www.animationfactory.com

Application for Employment
Resources and References

Websites:
Bright HUB Education
Middle School Lesson Plan on Filling Out Job Applications
eHow
How to....Fill Out a Job Application
Instructions on how to complete a job application
http://www.youtube.com/watch?v=fYPaxKpvwgo
Resources and References

Websites:

Job Application Quiz
The Utah Education Network provides a quiz on job applications and provides an answer key
http://www.uen.org/Lessonplan/preview.cgi?LPid=13120

Money Instructor.com
Free Blank Job Applications
http://www.moneyinstructor.com/lesson/jobapp.asp