

Employment Applications

Employment applications are an important part of the hiring process. Some employers require an application as the first step, while others will want one later. Some employers never want an application but do ask for a cover letter and a résumé and others will want all three. The employment application is a chance for you to sell your qualifications and show that you meet the job requirements.

Methods of Application

While there are many ways to apply for a job, each employer is very specific about how and even when to apply. Some job postings have time deadlines; if you miss that date, you will not be considered. The most important thing to remember is: Follow directions carefully and use only the method the employer requests!

- Apply online at job sites
- Apply online at the company website
- Apply using email
- Apply using paper application, résumé, and cover letter
- Apply in person

Necessary Employment Information

It is important to fill in every blank on an employment application. If a section does not apply to you, write "N/A" (not applicable) in the blank. Contact your local Career Center to ask for a Personal Data Book, DOL-1129, and add your personal information. Carry this Data Book with you wherever you go so you will have everything you need to complete a job application. Being prepared will reduce stress, prevent mistakes, and help you to give correct information.

Desired Position Information: *Job Title
*Hours/Days available to work *Date you can start

Personal information: *Name *Address *City, State, Zip Code *Phone Number *Social Security Number
*Proof of Eligibility to Work in the US *Work Permit, if necessary

Employment History: *Name, Address, Phone Number of Past Employers *Supervisor's Name *Date of Employment *Salary *Reason for Leaving

Education: *Schools/Colleges Attended *Major *Degree/Diploma *Graduation Date *Certificate and Date *License and Date

References (provide 3): *Name *Job Title *Company *Address *Phone Number

Résumé and Cover Letter

Have Questions?

There are 53 Georgia Department of Labor Career Centers. Each office is equipped with high-speed internet.

Go to www.dol.state.ga.us to locate an office near you.



GEORGIA
DEPARTMENT OF LABOR
MARK BUTLER, COMMISSIONER

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Helpful Tips

Your application creates an impression about you. Take your time, be careful, and make it your best effort. Be upbeat and optimistic in presenting yourself and always be honest. False information can be a reason for dismissal. Avoid any negative information especially personal, legal, or financial problems. Do not volunteer more information than the employer is seeking.

- Read the entire application before you begin to write.
- Follow directions carefully.
- Write clearly and neatly, using blue or black ink.
- Provide all requested information.
- Proofread the job application before turning it in.
- List your most recent job first.
- List your most recent education first, including vocational schools and training programs.
- References do not have to be professional or work related but these are more valuable. If you are still in school, use a teacher as a reference; if you volunteer, use a member of the organization. Ask each person in advance for permission to use his/her name as a reference.
- Be sure to sign and date the application.

Difficult Questions

1. What are your salary requirements? It is best to respond with "Open" or "Negotiable" even if a wage is posted. If you feel pressured to name a dollar amount, then give a range (between this and that) so you have room to negotiate.

2. Why did you leave your last job? Avoid terms like "Fired", "Quit", "Illness" or "Personal Reasons". These could screen you out of consideration for the job. Instead indicate that it was time for a change. Consider using positive phrases like "looking for more responsibility" or "wanting a more challenging position."
3. What position are you applying for? Never leave this question blank or reply "Any" or "Open." If the job is advertised or you are looking for a specific position, write the job title. If you do not know the actual job title, use the department name. If you are interested in more than one job, fill out an additional application for each position.

Illegal Questions

Some applications may contain questions that are tricky or even illegal. These include questions about age, sex, disabilities, health, marital status, children, race and criminal convictions. You must decide how you will respond. Generally, if the question does not raise a problem, answer it. If it does, you may want to use N/A or a dash. Keep in mind that too many non-responses may screen you out of consideration for the job.

Employment Application Websites

jobsearch.about.com/od/jobapplications/qt/employementapp.htm
www.nhlink.net/employe/example.htm

DOL-4423 (R-3/11)

Visit our website at www.dol.state.ga.us

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