

The following guide is for Tutors to use with their students when assistance is needed in preparing an effective Job Application. (Provided by the Department of Labor, Licensing and Regulation.)

To access their webpage for more information go to: www.dllr.state.md.us



www.mwejobs.com

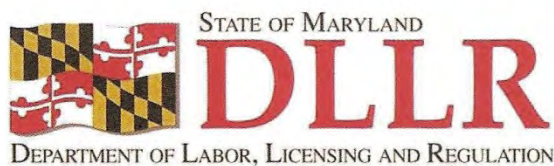
Employers Talk About... **Effective Job Applications**

Top Three Pieces of Advice:

- 1. Be thorough and neat. Write legibly.*
- 2. Apply alone (not with a group of friends or your children).*
- 3. Communicate the skills sets you can offer the employer.*

MARYLAND ONE STOP CAREER CENTERS

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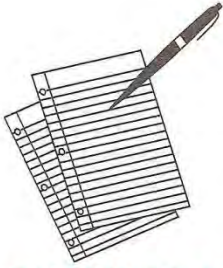


DEPARTMENT OF LABOR, LICENSING AND REGULATION

Martin O' Malley, *Governor*

Anthony G. Brown, *Lt. Governor*

Leonard J. Howie, III, *Secretary*



The job application may be your only opportunity to convince an employer that you are a good match for the company's job opening. You may be competing with dozens of other job seekers. How can you make sure your application stands out and leads to an interview? Employers will tell you what they look for in a job application.

WHAT ITEMS DO EMPLOYERS LOOK AT FIRST?

Completeness and Neatness

- Blanks or incomplete answers may disqualify you, so make sure you answer every question. Bring information with you so that you can give dates, company names, supervisor and reference names as well as addresses and phone numbers for each. Print neatly. Most employers prefer ink.

Work History

- Relate your experience to the job opening. Employers also look at how long you were at each job.

WHAT SHOULD I PUT IN "POSITION APPLIED FOR"?

- Never just put the "anything" or "doesn't matter." Be specific and honest about the position for which you are applying. If you don't know what kind of openings the company has, ask someone. A general position such as "warehouse" or "clerical" may be appropriate if you don't know specific job titles.

SHOULD I GIVE A MINIMUM SALARY?

- Be realistic about the minimum you will accept. Indicate it on the application if you will not work for less.
- If you are willing to negotiate, it's okay to put "negotiable" as well as to put in a salary range.

IF I QUIT OR GOT FIRED FROM A PREVIOUS JOB, WHAT SHOULD I DO?

- Don't lie. It's better to volunteer termination reasons - don't make the employer have to ask. List negative reasons in a positive way.
- If you were terminated for a reason such as absenteeism, make sure you have resolved the problem that caused you to miss work. You could put on the application "Terminated - I was having car problems and missed work but now have reliable transportation."
- Don't make negative comments about a former employer. You can put a statement such as "quit - happy to discuss at interview" or "quit - better opportunity."

WHAT IF I HAVE A SPOTTY WORK HISTORY?

- Gaps that aren't explained are red flags to employers. Explain reasons for leaving short-term jobs. Job-hopping is negative if not explained.

WHAT IF I HAVE NEVER WORKED?

- Explain what you have learned from life's experiences and show how your knowledge can benefit the employer.
- List extra-curricular and volunteer activities, highlighting skills that can be transferred to the job you for which you are applying.

WHAT IF I HAVE LIMITED READING, WRITING, OR SPELLING SKILLS?

- Answer honestly about personal limitations. Complete the application yourself, and be sure your application is complete. If you are attending classes that will upgrade your skills, such as Adult Basic Education or GED, be sure to include that information as well.

WHAT IF I DON'T HAVE A TELEPHONE?

- Most employers require you to have a telephone or a reliable telephone contact where you can receive messages. If you do not have phone number at which messages can be left, check frequently with the employer to ensure you are informed.

WHO SHOULD I PUT FOR REFERENCES?

- Have both personal and business references ready. Don't use relatives. Be sure to tell your references that you are using them. Have complete contact information with you, including addresses and telephone numbers.

WHAT IF I HAVE CONVICTIONS ON MY RECORD?

- Employers can legally ask if you have been convicted of a felony. Background checks are common, so be truthful on the application.
- Don't apply for positions that may be inappropriate for your criminal history. Explain how you have learned from your mistake.

SHOULD I INCLUDE RÉSUMÉS, REFERENCE LETTERS, CERTIFICATES, ETC.?

- Include a résumé if you have one. Most employers do not want other things included. If you do decide to include something, make it no more than one page. Have all of these documents with you at an interview in case you are asked for them.

HOW SHOULD I DRESS WHEN I GO TO FILL OUT AN APPLICATION?

- Dress appropriately for the position. Always be clean and neat. Remember that you are making your first impression, and it should be a good one.
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POCKET RÉSUMÉ

The information below is often requested on a job application.
Fill in the Pocket Résumé ahead of time and take it with you as a reference.
Always go to your interview prepared (have ID's, Social Security Card,
Driver's License, and driving record or special certifications, if applicable).

Education (name & location of high school, college, and/or trade school attended):

Highest Grade Completed: _____ Courses/Major: _____

Degree/Certificate: _____ Years Attended: _____

Work History (include most recent job first):

Company: _____ Dates Worked: _____

Address: _____ City: _____ State: _____ Zip: _____

Job Title: _____ Pay: _____

Duties: _____

Company: _____ Dates Worked: _____

Address: _____ City: _____ State: _____ Zip: _____

Job Title: _____ Pay: _____

Duties: _____

Company: _____ Dates Worked: _____

Address: _____ City: _____ State: _____ Zip: _____

Job Title: _____ Pay: _____

Duties: _____

**References: Bring names, addresses, and phone numbers of three references
(Ask permission before using).**

*The Maryland Department of Labor, Licensing and Regulation is an equal
opportunity program. Auxiliary aids and services are available, upon request, to
individuals with disabilities.*

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The student can complete the following to use as their resume – using the guidelines above.

RESUME

Name: _____

Address: _____

Phone: _____

Education:

Highest Grade Completed: _____ Courses/Major: _____

Degree/Certificate: _____ Years Attended: _____

Work History:

Company: _____ Dates Worked: _____

Address: _____ City: _____ State: _____ Zip: _____

Job Title: _____ Pay Received: _____

Duties: _____

Company: _____ Dates Worked: _____

Address: _____ City: _____ State: _____ Zip: _____

Job Title: _____ Pay Received: _____

Duties: _____

Company: _____ Dates Worked: _____

Address: _____ City: _____ State: _____ Zip: _____

Job Title: _____ Pay Received: _____

Duties: _____

Other Information:
