

Marketing Class Starter—Job Applications

Name:

Hour:

Date:

Go to the website <http://www.docstoc.com/docs/3615990/The-Rules-for-Filling-Out-Job-Applications-ALWAYS-print-or> to research basic rules of filling out an application form when applying for a job.

Answer the following questions:

1. Why should one ALWAYS print or type their application form?
2. Why is it necessary to use blue/black ink ONLY when filling out an application form?
3. What word is written for salary? WHY?
4. If there is a question that does not pertain to the applicant what should be done with that question blank? WHY?
5. Have you ever filled out a job application for a job? YES NO

The Rules for Filling Out Job Applications!

1. ALWAYS print or type on the typewriter. Reason...so the employer can read it.
2. ALWAYS use blue or black ink. Reason...to look professional and if you would use pencil someone could change your information.
3. Where it asks for what salary you desire...write **NEGOTIABLE**. Reason...you don't want to sound too greedy and ask for too much, but on the other hand you don't want to write down an amount that would cheat you out of a decent salary.
4. Where it asks for a date you could start working...be specific. Write a date...April 12, 2007. Reason...if you write ASAP they could hire you on the spot and demand that you begin working. If you have other plans for the day or have another job and can't begin immediately, they might tell you that they will find someone else.
5. If there is a question which doesn't apply to you draw a short straight line (about an inch or two) in the space provided. Don't write N/A. Reason...the line will tell the potential employer that yes you read the question but no it did not apply to you. Reason 2...don't write N/A because at times this can become sloppy and it doesn't look professional.
6. For addresses or locations...unless they ask for the street address only give them city and state. Reason...the lines are too short to write everything in and it will get sloppy.
7. For position applying for...write a specific position. Reason...if you write down that you are willing to do any position you may get toilet duty or garbage duty or all the grunt work that you don't want to do...so be specific.
8. Previous Work History
 - A. Dates...when it asks for dates just use the month/year that you began and ended a specific job.
 - B. Order of Jobs...list your most recent or current job first and work your way backwards.
 - C. Supervisor...list a first and last name. Sometimes companies have more than one Brian or Joe as a supervisor.
 - D. Telephone number...always include the area code
9. References
 - A. DON'T USE FAMILY OR FRIENDS.
 - B. Good references to use are previous employers, teachers, administrators, guidance counselors...anyone who could testify to your work habits, character, and behavior.
 - C. Try to avoid friends of the family.
 - D. MUST ask someone if they will be a GOOD reference for you before you list them on an application. Anyone can be a reference for you but you want them to be a GOOD reference for you. If you just ask them to be a reference they have the opportunity to tell a potential employer unencouraging things about you and you may not get the job. Make sure your references will be GOOD for you.
10. Complete every question on the application **truthfully** and sign and date it at the end.