

GUARDIAN AD LITEM

How to Fill Out a Job Application



The Basics

Online vs Paper Applications

More and more companies are converting to online hiring programs. These programs vary site-to-site, however, online applications follow the same general format as paper applications.

As you go through the presentation, follow along on the Generic Job Application, OR on a job application you have already selected.

General Information

Applicant Information			
Last Name	First	M.I.	Date
Street Address			Apartment/Unit #
City	State	Zip	
Phone	E-mail		
Date Available	Social Security No.	Desired Salary	
Position Applied for			
Are you legally eligible to work in the U.S.? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Have you ever worked for this company? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, when?			
Have you ever been convicted of a felony? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, explain.			

Why is this important

The general information is required and standard on all job applications. Most of this information is for contacting you should the company decide to move forward with the application/hiring process. The questions regarding legality and prior arrest history are typical and can be found on almost all applications.

What if I Have a Prior Felony Arrest

Be aware that some companies will automatically look past someone with a past felony arrest. However, strong references, good work experience and the ability to show personal growth and change can all be ways to counter your arrest history.

COMPANIES WORRY ABOUT HIRING PEOPLE WITH CRIMINAL HISTORIES AS THEY FEAR YOU WILL COMMIT A CRIME WHILE WORKING FOR THE COMPANY.

When applying for a job, there is typically a section that asks you to explain the felony arrest. Take this opportunity to concisely explain the situation ("I was an immature 14 year old who listened to peer pressure"), as well as how you have changed ("Since then I have grown and learned to be responsible for myself and my own actions").

It can be very hard to defend your past actions in just a few sentences, so ask for help! Ask you'r GAL what they would say, or how you proved too them that you have changed and are ready for a job.

Do I have to disclose my felony arrest?

The reason this question is on the job application is that most jobs run a background check on the applicants before they offer the job. Any and all prior arrests will show up on a background check, misdemeanors and felonies included. The only way arrests and charges will not show on your record is if you get your record expunged.

Even if you do not put anything on the application about your prior arrest, the employer will find out about them through the background check. Employers put that question on their applications to give applicants the chance to be honest and upfront about their histories. By being honest you show personal strength to own up to past mistakes and move forward as a better person.

Education

Jobs ask about your educational background to get a sense of work ethic and attendance.

It is not necessary to write Elementary and Middle schools down, however, you should include all High schools you have attended. Standard applications simply ask for the information below, however, some jobs might include a section to describe relevant educational classes.

RELEVANT EDUCATIONAL CLASSES:

If you do get the option to provide more detail, list classes that you think relate the most to the skills required for the job. Often these are your elective classes, such as finance, psychology and/or fitness. If you don't think any of your classes are relevant to the job, simply don't put any!

Education				
High School		Address		
From	To	Did you graduate?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Degree
College		Address		
From	To	Did you graduate?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Degree
Other		Address		
From	To	Did you graduate?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Degree

Employment History			
Company		From	To
Address		Phone #	
Supervisor		Responsibilities	
May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Company		From	To
Address		Phone #	
Supervisor		Responsibilities	
May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Company		From	To
Address		Phone #	
Supervisor		Responsibilities	
May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>			

Employment History

LIST EMPLOYMENT HISTORY WITH YOUR CURRENT OR MOST RECENT JOB FIRST!

If you don't have any prior job experience, simply leave this section blank! If you have worked a volunteer job, you have the option to put it here. However, make sure the word Volunteer is included to show that it was not a paying job. An example of this would be a Jr. soccer referee, a school tutor, or even a Jr. Lifeguard.

The key is to show that you have committed to and performed job duties successfully to demonstrate job readiness skills. Do not put a volunteer job on your application if you have prior paid job experience. Even if the job was not the most relevant, still list it! Any job experience is good job experience.

References

PERSONAL VS PROFESSIONAL

There are two types of references: A Personal reference is someone who knows you and can vouch for your character and personality.

A Professional reference is someone who can vouch for your professional skills and work ethic.

WHO SHOULD I ASK TO BE MY REFERENCE?

Parents, guardians, GAL's, and close family friends make great personal references as they are involved in all aspects of your life.

Teachers, coaches and, past (or present) employers make great professional references as they know your work ethic, professional skills and how you do in a more formal environment.

References	
Full Name	Relationship
Company	Phone #
Address	
Full Name	Relationship
Company	Phone #
Address	
Full Name	Relationship
Company	Phone #
Address	

When asking someone to be a reference

KEY THINGS TO KEEP IN MIND:

- Make sure you have a good relationship with your references! Do not choose a reference who does not know you well, as they will not be able to give a good, accurate representation of who you are when asked.
- Talk to your references BEFORE you write their names and contact information on the application. Ask if they mind being a reference for you, tell them what job it is for, and ask what contact information to put down. Remind them (politely) that they will be receiving a call or email from the company you apply to, so that they know to answer and are expecting to be contacted.

Signature

By signing the application, you agree that you have filled out the application honestly and that all of the information you provided is accurate.

Disclaimer and Signature

I certify that the information contained in this application is correct to the best of my knowledge. I understand that to falsify information is grounds for refusing to hire me, or for discharge should I be hired.

I authorize any person, organization or company listed on this application to furnish you any and all information concerning my previous employment, education and qualifications for employment. I also authorize you to request and receive such information.

In consideration for my employment, I agree to abide by the rules and regulations of the company, which rules may be changed, withdrawn, added or interpreted at any time, at the company's sole option and without prior notice to me.

I also acknowledge that my employment may be terminated, or any offer or acceptance of employment withdrawn, at any time, with or without cause, and with or without prior notice at the option of the company or myself.

Signature

Date

Things to Keep in Mind

Make sure you double-check your spelling and grammar.

Reading what you write or type out loud will help you catch any mistakes!

Be honest in your application and resume. You don't want a job you are not qualified for!