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ACA  
PRE-EMPLOYMENT  
TRAINING  
CURRICULUM  
PACKAGE

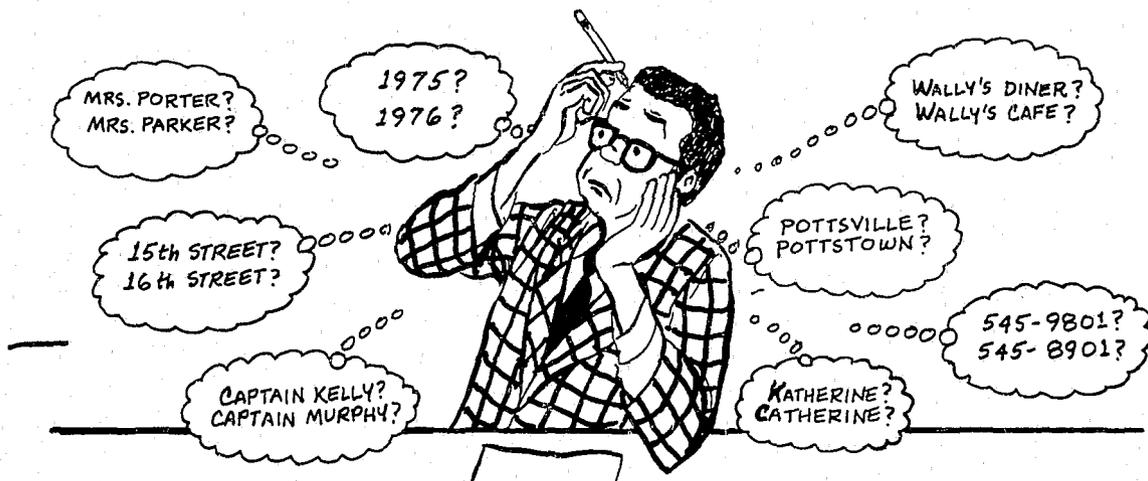
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FILLING OUT A  
JOB APPLICATION

ACA  
COMPREHENSIVE WORK  
ENTRY PROGRAM

UNIT 5

FILLING OUT A JOB APPLICATION



DO NOT WRITE IN THIS BOOKLET!

NCJRS

DEC 27 1979

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This publication may be ordered from: The American Correctional Association  
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This project was supported by Grant No. 73-ED-99-0038 awarded by the Law Enforcement Assistance Administration, United States Department of Justice. Points of view or opinions stated in this publication are those of the American Correctional Association and do not necessarily represent the official position of the United States Department of Justice.

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Unit 5 Filling Out a Job Application

UNIT GOALS

After completing this unit, you will be able to:

Fill out a job application completely and correctly

Read over all of the application and all directions carefully  
Answer all questions

Print or type clearly  
Avoid leaving blanks

Write N/A in the spaces for the answers to questions  
which do not apply to you

Transfer information from your resume to the correct spaces  
List information not included in your resume which is usually  
asked for on an application or a "pocket resume"

List social security number  
List driver's license number

Transfer information from pocket resume to correct spaces

Find possible problem areas

Write "will explain" for possible problem areas

Be ready to explain your conviction record  
Be ready to explain any drug or alcohol related  
addiction or treatment

## DIRECTIONS

Before you begin this unit, complete the test items on the Unit Test. Use a blank sheet of paper to write down your answers, or an answer sheet provided by your instructor. DO NOT WRITE IN THIS BOOKLET! When you have finished, check your answers using the Unit Test Key which you will find in the back of the booklet. Count the number of items you answered wrong and mark your score on your answer sheet (for example, -6). After you have finished reading the text, take the Unit Test again. When you have finished, check your answers using the Unit Test Key. Count the number of items you answered wrong and mark your score on your answer sheet (for example, -1). By comparing the two scores, you can see how much you have learned.

In the unit you will find review questions to check your progress. Answer the review questions on a separate sheet of paper. Then, check your answers using the Review Question Key. You will find the answers printed upside down. If you answer any of the questions wrong, read over the section right before the questions. If you answer all of them right, keep reading.

At the back of the booklet, you will find a list of words and their meanings. If you come across a word you do not understand, look it up in the word list. Words which appear in the list are underlined in the text.

UNIT TEST

For each of the following test items, circle on your response sheet the letter which most correctly completes the statement. DO NOT WRITE IN THIS BOOKLET!

1. In filling out a job application you should first:
  - a. *fill in your name and the date*
  - b. *read over all of the application and all directions carefully*
  - c. *both a and b*
  - d. *neither a nor b*
  
2. On your response sheet place a check mark (✓) to the left of that task which should NOT be performed in answering all questions on the job application.
  - a. *print or type clearly*
  - b. *leave blank those questions not applicable to you*
  - c. *transfer information from resume to correct spaces*
  - d. *transfer information from "pocket resume" to correct spaces*
  
3. On your response sheet place a check mark (✓) to the left of that information which SHOULD be included on the resume.
  - a. *Social Security number*
  - b. *Driver's license number*
  - c. *part-time jobs*
  - d. *convictions*
  
4. Your "pocket resume" should include:
  - a. *part-time jobs*
  - b. *confidential information*
  - c. *both a and b*
  - d. *neither a nor b*
  
5. In finding problem areas on the job application, you should be ready to explain:
  - a. *your conviction record*
  - b. *termination from previous job*
  - c. *alcohol or drug related addiction or treatment*
  - d. *all of the above*

When you are given a job application to fill out, you usually also get a pen or pencil. Put the pen or pencil down. Read over the directions and all of the application carefully before filling in anything.

**READ IT**



**FIRST!**

When you have read all of the application, begin to answer the questions. Do not leave any blanks. Answer all of the questions. If a question does not apply to you, write N/A (not applicable) in the space. You should have a copy of your resume with you, so you can transfer information from your resume to the correct spaces on the application.

**If a question does  
Not Apply  
to you,  
write "N.A."**



**DON'T  
LEAVE**

**BLANKS!**



An Equal Opportunity Employer

This information is often asked for at a job interview. Fill in the resume ahead of time. Take it with you as a reference.

Social Security Number \_\_\_\_\_

Driver's License \_\_\_\_\_

**EDUCATION**

School \_\_\_\_\_ School \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

Course or Subject \_\_\_\_\_ Course or Subject \_\_\_\_\_

Dates \_\_\_\_\_ Dates \_\_\_\_\_

School Activities (clubs, offices, sports, etc.) \_\_\_\_\_

**PREVIOUS EMPLOYMENT** (Summer and part-time jobs)

Name of Employer \_\_\_\_\_ Name of Employer \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

Job Title \_\_\_\_\_ Job Title \_\_\_\_\_

Dates \_\_\_\_\_ Dates \_\_\_\_\_

Military Service or Draft Status \_\_\_\_\_

Hobbies and Special Interests \_\_\_\_\_

Special Skills \_\_\_\_\_

**REFERENCES** (Get permission before using names)  
(Will need several)

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

There may also be information asked for on the application which SHOULD NOT be included in the resume. Information such as your social security number or driver's license number should be listed on a "pocket resume" so that it will be there when you need it. Your "pocket resume" can be anything - a sheet of paper or a 3 x 5 card. The important thing is to have the information handy so that it can be transferred to the correct spaces on the application.

A "pocket resume" is also good to have so you can glance at it before a job interview. Make yourself a "pocket resume" like the one on this page.

If you do not have a copy of your resume, it will take longer to fill out the application, but you should still try to answer all questions as best you can.



After you have filled out the application, go back over your answers and find problem areas. If you feel you have to explain anything, write "will explain" in the correct places. Your conviction record, if you were fired from a past job, or any alcohol or drug related addiction and/or treatment are examples of possible problem areas. You will have a chance to explain these problem areas if and when the employer decides to interview you. Do not volunteer information about problem areas, especially your conviction record. But if you are asked, be honest. Then talk about what you have to offer (your skills, trade, work experience or education, including CCOEP training).



Check your progress by answering the following review question.

DIRECTIONS:

On your response sheet place a check mark (✓) to the left of those items which should NOT be included in the resume, and should therefore be listed on a "Pocket Resume" for your own personal use.

- a. Social Security Number
- b. Part-Time Jobs
- c. Driver's License Number
- d. Conviction Record

Check your answers using the key below. If you get the answers right, take the Unit Test again. If you get any of them wrong, go back over what you have already read.

a c d

Review Question Key

Now that you have completed the text, take the Unit Test again. When you have finished, check your answers using the Unit Test Key. Count the number of items you answered wrong and mark your score on your answer sheet (for example, -1). By comparing the two scores, you can see how much you have learned.

Unit Test Key

1. b
2. b
3. c
4. c
5. d

\* \* \* \* \*

WORD LIST

1. application - a form used in making a request
2. conviction - having been found guilty of a crime by a court of law
3. experience - knowledge or skill you have gotten from doing something yourself
4. interview - a meeting between an employer and a person applying for a job
5. not applicable - does not apply to you
6. resume - a one page summary of your skills, education, job goals and personal data
7. transfer - to move or change from one place to another



**FORMER EMPLOYERS** (List Below Last Four Employers, Starting With Last One First)

Date Month and Year	Name and Address of Employer	Salary	Position	Reason for Leaving
From				
To				
From				
To				
From				
To				
From				
To				

**REFERENCES:** Give Below the Names of Three Persons Not Related To You, Whom You Have Known At Least One Year.

Name	Address	Business	Years Acquainted
1			
2			
3			

**PHYSICAL RECORD:**

List Any Physical Defects

Were You Ever Injured? Give Details

Have You Any Defects In Hearing? In Vision? In Speech?

In Case of  
Emergency Notify

Name

Address

Phone No.

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any previous notice.

Date

Signature

**DO NOT WRITE BELOW THIS LINE**

Interviewed By

Date

**REMARKS:**

Neatness		Character	
Personality		Ability	

Hired

For Dept.

Position

Will Report

Salary  
Wages

Approved: 1.

2.

3.

Employment Manager

Dept. Head

General Manager



**END**