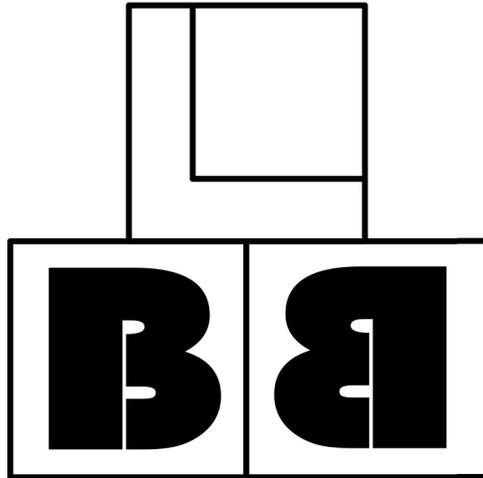


How to Fill any Job Application

The Ultimate Mini
Guide

Edition 1





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Feel free to share the contents of
this book with people who need
such information...

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Introduction

Over the past few year (this book was written in December 2021) a lot has changed in the process of applying for a job. Most of the paper work (e.g. fill a job application form) is now happening online. You can now utilize new ways to manage your information (e.g. via your laptop or smartphome) and you can make references to this information much easier.

Let's talk a little bit about what you need to know in order to fill any job application, whether online or on paper; how to gather personal info, how to obtain references and some tips to help you complete your job application.

I hope you enjoy reading this mini guide! If you have any questions or comments about this book or you just want to say hi, feel free to drop me a line; I would be happy to receive your message...

**Sincerely,
Lazaros' Blank Books**

1. How to gather your personal information

Potential employers use job applications as a tool to gather information about their future employees. Information like basic skills, background, work experience, education etc.

Employers will first gather all applications and compare them to find the most suitable people for the job.

Your qualifications will be assessed and be compared, this is why you need to make a good impression. First, you must organize your information (before completing any application), this way you'll know you have all that is needed.



When you gather your personal information it will be useful to write it down in one place (e.g. on paper or in your computer).

If you have an electronic copy of your information in a file folder it will be easy to apply for a job online.

When you need to apply for another job, all you have to do is locate the folder and copy and paste the information to the new application.

If you have all the data in one place it will also be easy to update it, whenever it is required.

It is also convenient to keep a hard copy of the information and keep it somewhere safe.

Imagine you go for a job interview and you need to fill some information on-site; then if you take the hard copy with you it will save you time and you will not be stressed to remember everything that is needed to be filled.

Your smartphone or tablet is great when you want to keep track of phone numbers, addresses, names or other important details. Use your mobile device to store such information and access it whenever you want to.

Apart from the pre-installed mobile device features to store and manage contact data, there are various apps online to help you organize business contacts.

If you want to make a good impression to your future employer you must be accurate when providing your personal information, you must use correct spelling and grammar and, above all, you must be as honest as possible.

Being sincere can be really helpful, especially when a hiring manager decides to do a background check on you to make sure you are not telling any lies.

Now let's talk a little bit about what information you should include in your job application.

Even though job applications vary from company to company, they will all require you to provide a range of personal information, if you want to be successful when applying.



Your personal information can be divided into three parts: Contact information, Work history and Education information.

When a potential employer wants to hire you, they must know how to contact you, right?

So, you must provide them with the most recent contact information and include all the details below:

- First, middle and last name
- Street address, City, State, Zip code
- Phone numbers (land line, cell phone, don't forget to include the area code)
- Email address (if you don't have one you should get one, it's free)
- Social Security number (SSN)
- Driver's license number, issuer state and expiration date

Pay special attention when providing sensitive information like SSN or driver's license number. Don't include these numbers unless you are sure they are kept safe by human resources or stored on a secure server.

Every hiring manager will be interested in your educational history. You must not only list the schools you attended but also all information related to job training, any type of certification, Armed Forces training or any other accomplishment, especially if it is relevant to the job.



Take a look below to see what information you should gather for all your schools:

- School name
- School address
- School website
- School phone number
- Course of study
- Diploma, Degree, Credit or Certification type
- Date of graduation

Hiring managers will also be interested in your work history and experience so they can determine if you are right for the job and if you are the person they are seeking.

Work history information can be used to e.g. contact former employers to confirm details (like salary or job title).

Below is the information you should gather for all your previous jobs:

- Company name
- Company address
- Company phone number
- Your position or title
- First and last name of your supervisor
- Employment dates
- Salary
- Work hours per week
- Why did you leave

By now, you should know what information to gather before you apply for a job.

In most cases though, some information might be missing so you have to seek for it e.g. you might not remember your former employers address and even if you do remember, it would be a good idea to double check for accuracy.



Here are some tips/sources to help you locate information:

- Most companies now have a website so you could double check your former employers information (addresses, names, job titles etc.)
- You can also contact your former employer and ask for information (if you left your job on good terms).
- You can contact a former co-worker who you had friendly relationships with and ask for information about the company (but make sure they are giving you correct information).
- You can refer to an older resume for info. It should be a great resource (e.g. for employment dates). This is why you should keep old resumes and all the information you gather on an electronic or hard copy.
- Phone book is another great resource to help you gather information. You can find company names, co-worker names, phone numbers and addresses.

2. How to obtain references

When you apply for a job, the hiring manager could ask you for a some references.

What is a reference? It's when a person is willing to talk to your potential employers about you (about your working experience, skills, character, background etc.) in a positive way.

If you provide a reference to your potential employer they might want to contact reference.

Here we will talk about how to find a reference and what information you need to get. We'll also see how to make a list of references. Let's start.



The most important thing you need to know about references is that you must choose the right people. You want a reference who knows your skills, your talents and how you perform in work. A good reference could also be someone who doesn't know much about your work but can give information about your personality and traits like strength, honesty, creativity, dependability etc.



Who wouldn't make a good reference? Usually people very close to you, like relatives who might not be objective when talking about you.

Best candidates for references:

- Former co-workers, managers, supervisors
- Former employers
- Professors or teachers
- Fellow volunteers
- Authority figures who know you

Before you provide a reference to your potential employer you must make sure it refers to your best qualities in as much detail as possible.



Worst candidates for references:

- Members of your family
- Friends that are close to you
- Your spouse or significant other

When you start your career you should always keep the need for references in mind.

This is why you need to build relationships and use networking strategies in your work environment so as to have options when you want to choose references.

It will also help you if you keep in touch with former employers or managers / supervisors / co-workers.

You can "connect" with them via social networks or send them occasional messages via email, call them on the phone, send them a Christmas card etc.

When you know someone is a potential candidate for a reference all you have to do is to first ask them to provide a reference.

If candidates are chosen wisely, they should be happy to talk positively about you and your skills.

Here are the 3 easy steps to secure a reference:

1. Ask permission (contact the person, explain the type of work you're applying for and ask them if they're comfortable providing a reference for you).
2. If they agree, then ask them for their information (First name, Last name, Title, Company, Company address, Phone number, Email address, Availability).
3. Share YOUR information with your reference (You can give them a copy of your resume. Tell them to call you if they are contacted by your potential employer. Tell them they won't be contacted unless potential employer asks for references).

When a person acts as your reference, don't forget to say "Thank you" in person or by sending them a warm-hearted message.

It can make a great difference to your job hunt if you take the time to prepare your references...

Now let's talk a little about how to provide references to your potential employers.

You can create a list of references in electronic format (or in hard copy) and use whenever you want.

One thing you need to know is that you shouldn't provide references to any employer unless you are asked to.

Hiring managers might ask for references when you complete your job application or during or after an interview.

Once you have at least 3 (or more) references, you can make a list of names and contact information in the word processing program of your choice (Microsoft Word, Google Docs, OpenOffice), save it in your computer and print it whenever needed.

Do not make a hand-written list, it will not look very professional.

When you format the list in the word processing software, use the same font as your resume to give a professional, consistent look. Don't use images or clipart which is considered unprofessional unless you are applying for a job in a creative field.

Include your personal information along with the list of references. This way, if the list is separated from your resume (for some reason), the hiring manager will know the list of references belongs to you.

Put the most important reference in the top of the list unless you have no preference so you can list them alphabetically.

3. How to complete a job application

You might be asked to complete a job application as the first step in the hiring process.

Some employers will require this step to be done online or in person or before an interview.

You might be asked to complete a job application even after you have provided a resume.

In any case, when an application is needed to get the job, you must be ready.

Here we will cover the basics of completing an application and we will give some tips to help you answer common questions.

A hiring manager usually has to go through many applications in order to find the right person for a job.

Usually, the applications that are not fully completed or filled out incorrectly are rejected.

Here are some basic guidelines to avoid being rejected:

- Before you fill an application read through it carefully. Consider how much space is given for each answer.
- Be prepared to fill all the application fields. You might be required to fill it on-site so, you must be ready to answer all questions. If a field does not apply to you, write (or type) N/A, don't leave it blank. This way you will give the impression that you did not overlook that field.
- If you fill an application on paper, use blue or black ink and try to be neat and make no spelling or grammar errors.
- Research shows that most employers do some kind of background check when they want to hire someone, so try to be sincere when filling the job application. Try to be as honest as possible, don't give false information, you might get caught later and the disappointment will be much bigger.

Most companies nowadays will want you to complete an online application.

When this is the case you will probably need to create an account for the company's website, fill out an online form, attach a resume or photo.

Each company will have their own system for online job applications. When you search for a new job you might need to visit several company websites and fill out several applications.

As a general rule, when you create an account with those websites, use a strong password for better protection (don't forget that you may need to share sensitive information like your social security number).

If you have gathered your personal information in electronic format you can copy and paste the information from your digital file to the form on the company's website.

Companies will require you to provide your resume in digital format (e.g. Microsoft Word document).

This is an easy task if you have already taken the time to prepare your resume.

If the company asks you to type your resume into a form field then you can copy it from the file in your computer and paste it in the online form.

If they ask you to attach the resume, you will likely need to upload the document in electronic format.

You might also be asked to send the resume via an email attachment.

You must familiarize yourself with all these processes which are the same for most companies (more or less), so that you show your potential employer that you are well educated and you know how to follow instructions.

Now let's talk about the common questions that are asked in a job application form...

- What position are you applying for?
- How did you learn of the company / position?
- Have you ever applied / previously worked for the company? (if yes, please explain)
- Date available for work?

There might be some more difficult questions for you to answer. Some questions that will cause fear of application rejection or in some cases questions that you simply can't answer because you don't know what to say.



Here are some sample question and answers to help you out:

Q: Why are you interested in working with us?

In order to provide an answer to this question that will make your application stand out from the rest you must do some research on the company you are willing to work for. Learn all that you can about the job position, the philosophy of the company, details about the working environment and then tell them that you would fit perfectly in their team. Don't tell them that you heard that the company pays well as this may make you sound self-involved. Avoid answers of similar nature. You can say something like: "I am a _____ volunteer since the age of 17. I firmly believe in your company's vision to provide low-cost, green, scalable services to clients. I am a hard working individual and experienced and I think I would be a great asset..."

Q: What abilities and skills qualify you for the position?

Here you must give an answer to prove that you not only know how to do the job but you can do it really well. You must do a quick research (if possible) to find out what skills can you list that would show the hiring manager that you know how to do the job well. For example if you are applying for an administrative assistant you will need to greet guests and customers, manage administrative schedule and have a good knowledge of Microsoft Office. If it happens to have these skills, then list them one by one. Include other related skills e.g. quick typing skills (words per minute), management experience or foreign languages.



Q: What is the reason you left from your last job?

In this question you should avoid words that will make you look unreliable. For example don't say that you left a position because of an illness, or that you just felt like quitting, fired etc. Don't say that you didn't like your supervisor and never criticize a former boss. You must use positive language when you want to answer correctly to this question e.g. "I wanted to change career", "I was pursuing a degree", "I was seeking advancement" or "I resigned", "I relocated" etc... If you were fired from your previous job then it's better to tell the truth than anything else. You can use the term "Involuntary Termination", if you were terminated without cause and try to explain the situation to your potential employer. You might also want to contact your old boss and ask them to use the term "resigned" (if contacted) to avoid potential lawsuit...

Q: What is the right salary for you?

This is a difficult but common question that most employers use in order to screen the job applicants. The best way to answer such question is by listing a salary range instead of providing a specific amount. You can also say "negotiable"...

I hope the above questions and answers gave you an idea of what you will encounter when filling a job application form.

Before this book ends we would like to give you some more tips related to online applications which are more common than paper applications.

Online applications are becoming more and more popular because they give employers the capability to process, sort, compare, store application data in a more efficient way.

On the other hand, online applications can cause frustration to applicants in a number of ways.

Most common headaches are those related to technical issues caused by the systems which handle the applications.

Here are the most common inconveniences caused and the ways to overcome the problems:

More often than usual online applications are lengthier than paper applications. We have spotted job applications with 200+ questions (!).

If you want to complete these more quickly, then you should first gather all your personal information in a digital file and copy and paste from it.

Some systems offer the option to save your progress for later.

This is very useful for lengthy forms.

Another issue that you may encounter is when you are given specific amount of time to complete an online application.

Also, some systems may have been built in a way that their session expires after a certain time of inactivity.

This is done in order to protect your sensitive information and reduce system usage on a website.

In order to overcome this issue most companies will split the questionnaires into different pages that you must complete one after the other.

When you are done with a page you click to save your progress and go to the next page.

So, be aware if there's a time limit to fill a specific form and if there's an option to save your progress, use it.

You should fill an online application only when you have all the time needed and you are focused and concentrated.



Apart from timeouts and timed applications there are several other technical issues that you may encounter that cause tons of frustration. There is a variety of systems out there, each one programmed differently, some are organized and others are unreliable. A common technical issue when trying to fill an online job application is when you use the [Back] button of your browser and instead of taking you back it sends you to the beginning of the application and erases everything you have typed so far. This is why most applications have their own [Back] button and you should use that one instead.

Another example is when you are required to fill a form in a specific way so as to go to the next page. If you make a mistake the form resets and you might need to complete the same page from the beginning.

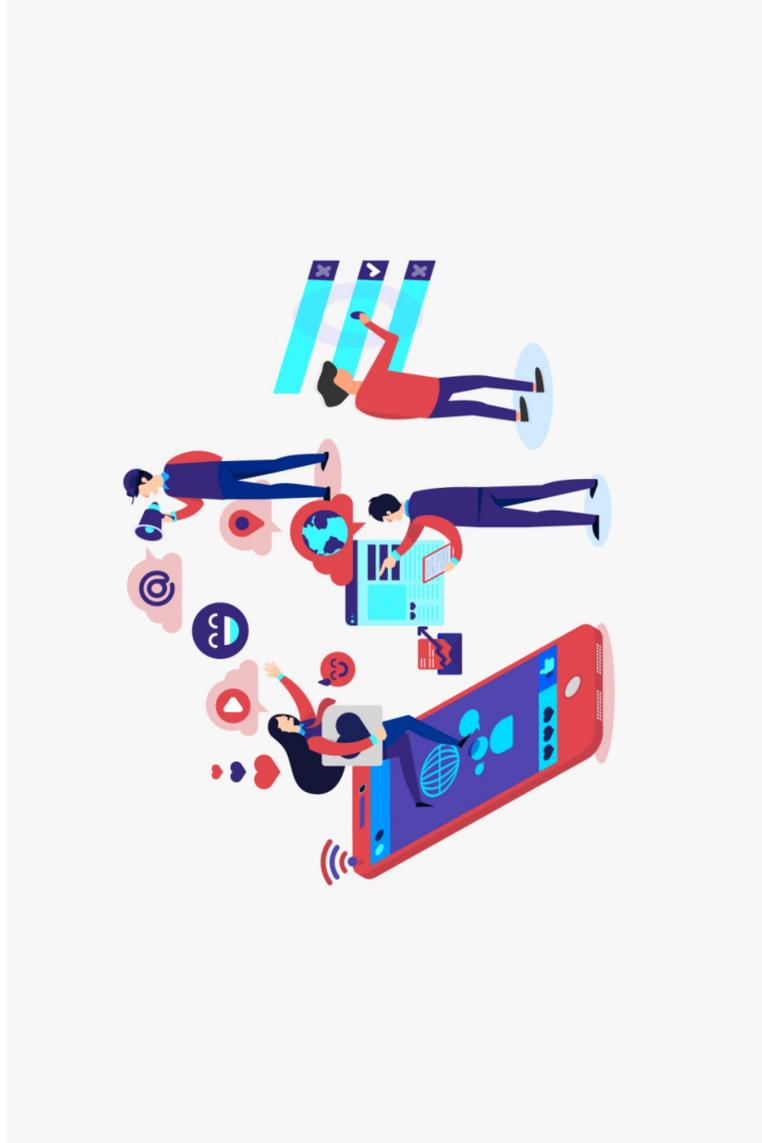
To overcome this you should fill the form carefully and pay attention to all the instructions given (sometimes there are question marks [?] next to form fields;



when you hover your mouse or click the question mark the system gives helpful details on how to fill the field).

Be sure to double check what you have entered in any application form before proceeding to the next page/step or before submitting the application.

THE END.-





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