

## Job Application

### Gathering Your Personal Information



## Job Applications

- The process of applying for a job has changed a lot over the past few years.
- For example, most applications must be completed online now instead of on paper.
  - There are also many new ways to manage your personal information electronically (either on your computer or mobile device) that will make it much easier to reference.



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- A **job application** is a tool that allows potential employers to learn more about your work experience, skills, background, and education.
- Employers will use the application to assess your **qualifications**—and **compare** you to other applicants—it's important to make a good impression.
- Start by organizing your information in advance, so you know you have everything you need.

## Tips For Organizing Your Information

- **Write it down (or type it up)**
  - As you begin putting your information together, plan to write it down in one place—like in a notebook or file folder—or take notes on your computer.
  - *GCF Learn Free* has a Personal Information Worksheet that gives you a list of everything you need, plus plenty of room to document it.



## Tips For Organizing Your Information



- **Keep an electronic copy**
  - Imagine that you're applying for a job online. If you have your information saved in a Word or Google document, all you have to do is copy and paste it from one location to another, and you'll be done with your application in no time.
- **Storing your information in a Word or Google document** can be a great time saver. It will also make it possible to update your information quickly and easily in the future, as well as print a hard copy whenever you need one.

## Tips For Organizing Your Information

- **Keep a hard copy**
  - You should keep a hard copy of your information in addition to an electronic copy (or instead of an electronic copy, depending on your preferences).
  - Keep it somewhere safe in a clearly labeled folder. You should also take a hard copy of your information to interviews, in case you have to fill out an application on site.
- **Use your cell phone, smartphone, or tablet**
  - If you need help keeping track of names, addresses, phone numbers, and other important details, store this information on your mobile device (in your contacts or address book), and you'll be able to access it whenever useful if you ever have to fill out an application on site, especially if you are a job applicant.



## Tips For Organizing Your Information

- **Accuracy, correct spelling, and honesty** are also important to keep in mind when gathering information.
- Some hiring managers will conduct a background check on you during the application process to make sure you're telling the truth about your history



## What Information Do You Need?

- Every job application is different, but they all have one thing in common:
  - You'll need
    - a range of personal information in order to complete the application successfully
  - **This includes facts about**
    - Your work history
    - Education
    - Your current contact information



## What Information Do You Need?



- **Contact information**

- Potential employers need to be able to contact you! That's why it's important to come prepared with your most recent contact information.
- Make sure you have all of the details below before filling out an application.
  - Name (first, middle, and last)
  - Address (street address, city, state, and zip code)
  - Phone number, including area code (home, work, and cell if you have one)
  - Email address
  - Driver's license number, including state and expiration
  - Social Security number, also known as SSN

**\*\*Your driver's license number and SSN are sensitive pieces of information. They should not be included on applications that are not stored on a secure website or kept safe by human resources.**

## What Information Do You Need?

Sunshine State Enterprise Solutions  
1658 Grosvenor Lane  
Miami, FL 33111

APPLICATION FOR EMPLOYMENT

**Name:** James Marshall DiSpirito  
First Middle Last

**Address:** 607 Vendela St Miami FL 33111  
Street City State Zip

**Phone:** 321-555-1007 321-555-2366 321-555-7841  
Home Cell Work

**Email:** james.dispirito@gmail.com **Social Security:** 555-55-5555

**Driver's License:** S514-172-80-844-0 FL 08/16/2015  
Number State Expiration

## Educational History



- Educational history can be many different things—**not** just the schools you've attended.
- **Ask yourself:**
  - Do you have any on-the-job training, Armed Forces training, or some other type of certification?
- You can list those accomplishments as well, especially if they're relevant to the job.
- Here's **what you'll need** for each institution or training program:
  - School name
  - School address (or web address if the program is operated exclusively online)
  - School phone number (main line)
  - Course of study
  - Graduation date, or the type of diploma, degree, certification, or credit received

## Educational History

**School Name:** University of Miami      **Phone:** 305-284-3856

**Address:** PO Box 249117      Coral Gables      FL      33124  
Street                                  City                                  State                                  Zip

**Course of Study:** Computer Science

**Graduation Date:** Bachelor of Science, 2010



## Tips For Locating Information



- Most people can't remember details about their former employers (for example, exact address), particularly if it was more than a few years ago.
- For help with locating and checking your information, try the strategies below.
  - **The Internet**
    - Use your Internet skills to locate former employers online. Find information such as names, phone numbers, job titles, and the company's mailing address.
  - **Former employer**
    - If you left your job on good terms, consider contacting your former employer to get the full name or phone number of your supervisor. If that person is no longer employed there, you can list the company's main line on your application (or the number for human resources).

## Tips For Locating Information



- **Former coworker**
  - If you do contact a former coworker, make sure the information this person is giving you is current and accurate.
- **Old resume**
  - Old resumes are a great resource for information, particularly regarding dates of employment. If you have an electronic copy saved to your computer, even better!
- **Old pay stub**
  - Old pay stubs may include how much money you made, the company's address, and dates of employment.
- **Phone book**
  - If you still can't find the information you need, the phone book is a great resource for locating addresses, phone numbers, and correct spellings.