

A PATHWAY TO SUCCESS

Employment Preparation Guide





AN EQUAL OPPORTUNITY EMPLOYER
 XYZ, Incorporated is seeking persons who represent various races, colors, religions, ages, sexes, national origins, disabilities, qualified disabled veterans and veterans of Vietnam era.

NO PERMANENT EMPLOYMENT
 No employee of XYZ, Incorporated has a contract which states or implies permanent employment. Either part may terminate employment.

HR INTERVIEW	SUPERVISOR INTERVIEW	HR REFERENCES	OSCN	HR BACK-GROUND AND/OR MVR
COMM.SVS REGISTRY LETTER	HR REVIEW	DIRECTOR INITIAL & REVIEW	HR OFFER	OTHER

DATE _____ / _____ / _____

XYZ, Incorporated
APPLICATION FOR EMPLOYMENT

GENERAL INFORMATION

Name (Last) _____ (First) _____ (Middle) _____

Street Address _____

City _____ State _____ ZIP Code _____

Telephone (Home) _____ Telephone (Other) _____

Social Security Number _____ - _____ - _____

Have you ever applied for employment with XYZ, Incorporated? Yes No
 If yes, when? _____

Have you ever been employed by XYZ, Incorporated? Yes No
 If yes, when and what position? _____

Have you ever been convicted of a felony crime? Yes No
(Convictions will not necessarily disqualify applicant. Each case is considered individually.)
 If yes, list details, including date(s) of conviction(s) and jurisdiction(s) of crime(s).

Have you ever been arrested for any criminal violation for which you are currently out on bail, on your own recognizance or otherwise on release pending trial? Yes No
 If yes, please list date of arrest, in what jurisdiction it occurred, and crime charged.

GENERAL INFORMATION

Position applying for: _____

1st Choice _____

2nd Choice _____

I would prefer to work: (Indicate all that apply)
 Full-Time Part-Time Overtime
 Weekends Days
 Evenings Nights

Indicate hours you cannot work: _____

When are you available to start? _____ Pay Desired _____

Do you have a preferred location? (Worksite)

How did you learn of this job opening? (Please be specific)
 Newspaper _____
 Employee Referral _____
 Job Fair _____
 Sign or Posting _____
 Other _____

ADDITIONAL INFORMATION

Are you legally authorized to work in the United States? Yes No

Are you related to anyone employed or previously employed by XYZ, Incorporated? Yes No Who? _____

Have you ever worked under another name? Yes No
 If yes, please state name(s). _____

Are you at least 18 years old? Yes No
 If no, please state date of birth? _____

FOR JOBS REQUIRING DRIVING

Do you have a valid driver's license? Yes No
 State _____ Driver's License Number _____

Have you had 3 or more moving vehicle violations in the last 5 years? Yes No

EMPLOYMENT HISTORY

.1	Employer Name - most recent	Date Started (month/year)	Date Left (month/year)
	Address City State	Position held	
	Telephone	Starting wage	Ending wage
	Name of supervisor Supervisor's Title	Description of major responsibilities	
	Reason for leaving		

May we contact your present employer(s) Yes No If no, at what point may we contact him/her? _____

.2	Employer Name - 2nd most recent	Date Started (month/year)	Date Left (month/year)
	Address City State	Position held	
	Telephone	Starting wage	Ending wage
	Name of supervisor Supervisor's Title	Description of major responsibilities	
	Reason for leaving		

.3	Employer Name - 3rd most recent	Date Started (month/year)	Date Left (month/year)
	Address City State	Position held	
	Telephone	Starting wage	Ending wage
	Name of supervisor Supervisor's Title	Description of major responsibilities	
	Reason for leaving		

.4	Employer Name - 4th most recent	Date Started (month/year)	Date Left (month/year)
	Address City State	Position held	
	Telephone	Starting wage	Ending wage
	Name of supervisor Supervisor's Title	Description of major responsibilities	
	Reason for leaving		

.5	Employer Name - 5th most recent	Date Started (month/year)	Date Left (month/year)
	Address City State	Position held	
	Telephone	Starting wage	Ending wage
	Name of supervisor Supervisor's Title	Description of major responsibilities	
	Reason for leaving		

EDUCATION

Name of school	Address	Did you graduate?	Area of study	G.P.A.
High school/GED		<input type="checkbox"/> Yes <input type="checkbox"/> No	(Do not complete)	
College/University		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Trade school or other		<input type="checkbox"/> Yes <input type="checkbox"/> No		

PERSONAL REFERENCES (OTHER THAN RELATIVES OR EMPLOYERS)

Name	Address	Occupation	Phone
			()
			()
			()

SPECIAL SKILLS

Please list any special training, work experience, honors, awards, or skills you may have acquired from previous employment or training. List any machines that you can operate.

EMPLOYMENT GAPS

Please list any dates that you were not employed and the reason why.

REMARKS

Why do you want to work for XYZ, Incorporated?

PRE-EMPLOYMENT STATEMENT

Please read very carefully before signing below

I understand and voluntarily agree that:

1. The information that I provided on this application is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume, or any other materials, or during any interviews, is ground for discharge if hired.
2. Any offer of employment I may receive from XYZ, Incorporated is contingent upon successful completion of XYZ total pre-employment screening process including XYZ receiving references that it considers satisfactory. Once pre-employment screening is completed and satisfactory reference have been received, post-offer job pre-employment physical examination may be required.
3. I understand that as condition of employment, I may be required to undergo and successfully pass a screening for alcohol and/or drugs. I also understand and agree that if employed, I may be required to submit to an alcohol and/or drug screening at any time at the discretion of XYZ, Incorporated.
4. In processing my application for employment, XYZ may verify all the information provided by me, or may procure or have prepared an investigative report for this purpose concerning, among other things, my prior employment, education, character, general reputation, personal characteristics and criminal record.
5. In consideration of my employment, I agree to comply with the policies and procedures of XYZ. I understand that my employment and compensation can be terminated with or without cause or notice, at any time, at the option for either XYZ or me. I further understand that no manager or representative of XYZ other than the President has the authority to enter into any agreement with me for employment for any specified period of time or make any agreement different from or contrary to any XYZ policy. I further understand that any such agreement, if made, shall not be enforceable unless it is in writing and signed by me and by the President of XYZ.
6. I understand that XYZ is an employer and rehabilitation center for individuals with disabilities and other barriers to employment. I, therefore, agree to cooperate fully with XYZ staff and management when working with any employee or client. I understand that failure to do so will considered reason for immediate termination from my employment. I understand and agree that no employment contract exists between XYZ and me.
7. I understand that this application will be active for a period of 60 days only.

Signature

Date

FOR OFFICIAL USE ONLY AT THE INTERVIEW

The following information is to be determined by the applicant reviewing the job description during the interview. In all cases, the applicant must sign and date this section.

1. Is the applicant able to perform essential job functions for the positions of _____? Yes No

I can lift: (circle one as job appropriate) 10# _____ 25# _____ 50# _____ 100# with a 2-man lift _____

I can push/pull: (circle one as job appropriate) 10# _____ 25# _____ 50# _____ 250# _____

2. If no, what are the specific limitations on such employment? _____

3. Is there some type of accommodation that would enable the applicant to perform the functions of the job? Yes No

4. If yes, please describe _____

Applicant Signature

Date

1 Hourly Wages	2 Hours Worked per Month	3 Monthly income	4 Percentage of income for rent	5 Cost of rent	6 Money available for other expenses	7 How much money is left over for other expenses when you pay 35% instead of 50% of your income for rent
\$6	173	1,038	35%	363	675	156
	173	1,038	50%	519	519	
\$7	173	1,211	35%	424	787	181
	173	1,211	50%	606	606	
\$8	173	1,384	35%	484	900	208
	173	1,384	50%	692	692	
\$9	173	1,557	35%	545	1,012	233
	173	1,557	50%	779	779	
\$10	173	1,730	35%	606	1,125	260
	173	1,730	50%	865	865	
\$11	173	1,903	35%	666	1,237	285
	173	1,903	50%	952	952	
\$12	173	2,076	35%	727	1,349	311
	173	2,076	50%	1,038	1,038	

Adapted from work of Glenn Corless, Columbiana County (Ohio) One Stop

Persons in family/household	Poverty guideline
1	\$11,170
2	15,130
3	19,090
4	23,050
5	27,010
6	30,970
7	34,930
8	38,890
For families/households with more than 8 persons, add \$3,960 for each additional person.	

2012 Poverty Guidelines for the 48 Contiguous States and the District of Columbia

Resume Organizer

Name: _____ Home Phone: _____

Address: _____ Business Phone: _____

City, State, ZIP: _____ Cell Phone: _____

Email: _____ Fax: _____

Employment Objective (Be as specific as you can about your career objective):

COLLEGE / GRADUATE SCHOOL

College: _____ City / State: _____

Dates Attended: _____ Degree: _____

Major: _____ GPA: _____

Honors / Awards: _____

VO-TECH EDUCATION

School: _____ City / State: _____

Dates Attended: _____ Degree: _____

Major: _____ GPA: _____

Honors / Awards: _____

Licenses / Certificates: _____

Special Seminars, Workshops, and Courses:

SPECIAL TECHNICAL SKILLS & ABILITIES

Make a list of the office, technical, or professional skills you have developed through formal education or on-the-job-training. Consider computer software / hardware, foreign languages spoken / written, industrial heavy equipment, computer programs or skills, and more:

TRAINING YOU HAVE RECEIVED

List all training you have received, whether in-house or through an outside organization. This could include specific courses such as "Who Moved My Cheese?" or other training such as sales, leadership, total quality management, etc.:

PROFESSIONAL MEMBERSHIPS & COMMITTEES

List all memberships or committees. Be sure to include dates and any positions you held or specific accomplishments you helped achieve:

PROFESSIONAL AWARDS & HONORS

List all professional awards and honors received:

TRAINING YOU HAVE PRESENTED

List any training you have presented or developed. This could be to your subordinates or peers, within your company or to outside individuals. Possibilities include training in sales, hiring policies, etc:

COMMUNITY INVOLVEMENT

Summarize what you have done or what you can do to support your career objective. Example: Headed up a team of 50 volunteers that generated \$10,000 for local charity:

WHAT ELSE?

List any other factual information that demonstrates your skills, abilities, interests, accomplishments, or achievements:

JOB RELATED SKILLS / TRANSFERABLE SKILLS

List your major skills and abilities. Quantify your accomplishments as much as possible, using specific numbers to demonstrate your capabilities.

Example:

Skill Area: Inventory Management

Definition: Controlling cost and quantity of large inventories to reduce overall costs and increase profitability.

1. Responsible for \$2.5 million of OEM inventory.
2. Improved tracking system to expedite orders, reducing wait time by 29 percent.
3. Consolidated three warehouses into one, eliminating wasted space and labor.
4. Planned monthly inventory with purchasing department to ensure needed supplies would be on hand.

Skill Area: _____

Definition: _____

1. _____

2. _____

3. _____

4. _____

Skill Area: _____

Definition: _____

1. _____

2. _____

3. _____

4. _____

Skill Area: _____

Definition: _____

1. _____

2. _____

3. _____

4. _____

Skill Area: _____

Definition: _____

1. _____

2. _____

3. _____

4. _____

Skill Area: _____

Definition: _____

1. _____

2. _____

3. _____

4. _____

RELEVANT WORK HISTORY

List only work history that is relevant to your target area. Start with your most recent employment and move backward. Again, try to quantify your job duties and accomplishments, using specific numbers to explain and demonstrate what you have done.

Job 1 (Current or most recent employment)

Company Name & Location: _____

Dates Employed: _____ Job Title: _____

Position Summary / Typical Job Duties:

Specific Responsibilities / Accomplishments (Quantify as much as possible):

Job 2

Company Name & Location: _____

Dates Employed: _____ Job Title: _____

Position Summary / Typical Job Duties:

Specific Responsibilities / Accomplishments (Quantify as much as possible):

Job 3

Company Name & Location: _____

Dates Employed: _____ Job Title: _____

Position Summary / Typical Job Duties:

Specific Responsibilities / Accomplishments (Quantify as much as possible):

Job 4

Company Name & Location: _____

Dates Employed: _____ Job Title: _____

Position Summary / Typical Job Duties:

Specific Responsibilities / Accomplishments (Quantify as much as possible):

Job 5

Company Name & Location: _____

Dates Employed: _____ Job Title: _____

Position Summary / Typical Job Duties:

Specific Responsibilities / Accomplishments (Quantify as much as possible):

PROFESSIONAL REFERENCES

Note: It is considered professional courtesy to ask permission to use an individual as a reference. Please provide as much information as possible for each reference.

Reference 1

Name:
Title:
Company Name:
Company Mailing Address:
Company City, State, ZIP:
Company Phone:
Reference's email address:

Reference 2

Name:
Title:
Company Name:
Company Mailing Address:
Company City, State, ZIP:
Company Phone:
Reference's email address:

Reference 3

Name:
Title:
Company Name:
Company Mailing Address:
Company City, State, ZIP:
Company Phone:
Reference's email address:

Reference 4

Name:
Title:
Company Name:
Company Mailing Address:
Company City, State, ZIP:
Company Phone:
Reference's email address:

Reference 5

Name:
Title:
Company Name:
Company Mailing Address:
Company City, State, ZIP:
Company Phone:
Reference's email address:

COVER LETTER WORKSHEET

Today's Date

Your Name

Address

City, State, ZIP

Phone Number

Email Address

Company Name

Attention: _____

Company Address

City, State, ZIP

Regarding the Position Name advertised in Publication Name :

It is my sincere desire to obtain employment with Company Name and to utilize my skills and experience as the Position Name, as advertised in Publication Name.

My skills and experience include add your skills and experience as it relates to the job for which you're applying. Use all of the space you need. Be specific and truthful. I believe my skills, experience, and abilities are well-suited for your company.

I've included my resume for your review. I would like to schedule an interview with you to further discuss this position and my qualifications. I can be reached any time at Phone Number. I look forward to hearing from you.

Sincerely,

Your Name Here

EXAMPLE OF A SIMPLE RESUME

JOHN DOE
123 West 4th Street
Oklahoma City, OK 71234
405-555-1212
john.doe@email.com

OBJECTIVE

To obtain employment as an office manager with a company that offers opportunities for career advancement.

SKILLS SUMMARY

- Supervised six-person staff
- Organized work schedules staff members
- Trained new employees on policies and procedures
- Increased efficiency and productivity by encouraging teamwork

EDUCATION

- Leadership and Management Training; Business College, Oklahoma City, OK
- Employment Essentials Training; TulsaWORKS Program, Tulsa, OK

WORK HISTORY

Assistant Manager

Star Products Inc., Oklahoma City, OK; 3/2004-3/2013
Supervised six-person staff and organized work schedules
Trained new employees on policies and procedures
Implemented procedures to promote efficiency and productivity
Ordered and inspected supplies
Managed inventory

Supervisor

Tomorrow's News, Tulsa, OK; 6/2001-3/2004
Assisted with daily supervision of employees
Provided excellent customer service
Answered customer inquiries and resolved customer issues
Increased subscriptions by 10 percent

VOLUNTEER SERVICE

- Deliver Meals-on-Wheels twice each week to senior citizens in Oklahoma City area.
- Maintain lawn and grounds weekly for Oklahoma City Senior Citizen Center.

THANK YOU FOLLOW-UP LETTER WORKSHEET

Today's Date

Your Name

Address

City, State, ZIP

Phone Number

Email Address

Company Name

Interviewer's Name

Company Address

City, State, ZIP

Dear Ms./Mr. Interviewer Last Name :

I want to state again what a pleasure it was to talk with you on date regarding the position of Position Name with Company Name . Thank you for taking time out of your busy schedule to get to know me and answer my questions about your company.

Our interview re-affirmed in my mind that Company Name is the right place for me and that I have a great deal to offer your company. I'm eager to bring my experience and skills in list three job skills and teamwork experience to Company Name .

Should you have any follow-up questions or want to schedule an additional interview to further evaluate my qualifications, I'm available at any time.

Ms./Mr. Interviewer Last Name , I am truly grateful for the opportunity to speak with you. I look forward to hearing from you soon.

Yours truly,

Your Name Here

CREATING YOUR 60 SECOND ELEVATOR SPEECH

Aka... The One Minute Resume

- Biography for potential employer
- Eight sentences
 - Job interest
 - Work experience
 - Transferable work strengths
 - Future career objectives
- Practice until can repeat comfortably

One Minute Resume Information

- Job interest _____
 - (for example "Customer Service")
- Majority of work experience in _____
 - (for example "Restaurant")
- Most recent employer name _____
 - (for example "Denny's")
- Most recent job title _____
 - (for example "Waitress")
- Most recent job duties _____
 - (for example "Record and deliver orders correctly, handle cash, and sell additional menu items")



One Minute Resume Information (2)

- Previous work experience, if relevant _____
 - (for example "Worked retail at Sears and Wal-Mart")
- Three strengths used on the job _____, _____, and _____
 - (for example "Punctual, fast learner and enjoyed new challenges")
- Future career objectives _____
 - (for example "Pursue employment in a call center that is customer focused and offers opportunities of career advancement")

One Minute Resume Script

Hello, my name is _____.

I am interested in _____ type of work.

The majority of my work experience has been in the _____ field.

Most recently, I have been working as _____ at _____.

Where my job duties include _____ and _____.

Previously, I have worked at _____.

I feel my strengths of _____, _____, and _____ will be asset to your company.

My future employment goals include _____.

What You Wish You'd Known Before Your JOB INTERVIEW

Common nonverbal mistakes made at a job interview

From a survey of 2,000 bosses

21%

Playing with **hair** or touching **face**

47%

Having little or **no knowledge** of the company is the most **common mistake** job seekers make during interviews

67%

Failure to make **eye contact**

38%

Lack of **smile**

33%

Bad **posture**

21%

Crossing arms over their chest

9%

Using too many **hand gestures**

26%

Handshake that is too weak

33%

Fidgeting too much

From a survey of 2,000 bosses **33%** claimed that they know within the first **90 seconds** of an interview whether **they will hire someone**



The average length of an interview is **approximately 40 minutes**

Statistics show that when meeting new people the impact is:

7%

From what we **actually say**

38%

The quality of our **voice, grammar** and overall **confidence**

55%

The **way we dress, act** and **walk** through the door

Clothes

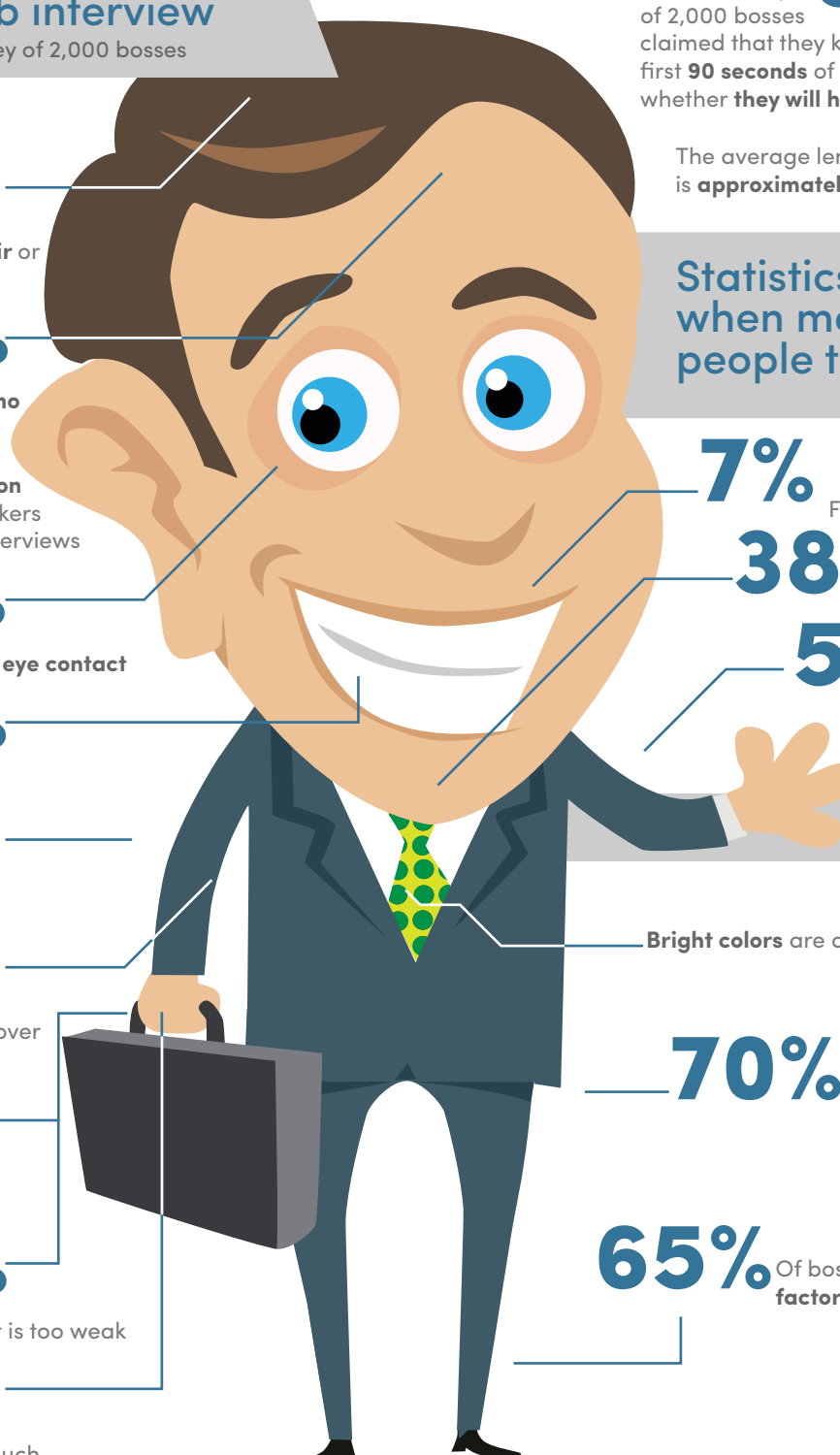
Bright colors are a turnoff

70%

Employers claiming they don't want applicants to be **fashionable** or **trendy**

65%

Of bosses said **clothes could be the deciding factor** between two similar candidates



Top ten most common mistakes made at a job interview

- 1** **Over-explaining** why you lost your last job
- 2** Conveying that **you're not over it**
- 3** **Lacking humor, warmth, or personality**
- 4** Not **showing enough interest** or enthusiasm
- 5** **Inadequate research** about potential employer
- 6** Concentrating too much on **what you want**
- 7** **Trying to be all** thing to all people
- 8** **"Winging"** the interview
- 9** Failing to **set yourself apart** from the other candidates
- 10** **Failing to ask for the job**

Most common tips about interviewing

- 1** **Learn** about the organization
- 2** Have a **specific job** in mind
- 3** Review **your qualifications** for the job
- 4** Be ready to **briefly describe your experience**

Five questions most likely to be asked

- 1** **Tell me about** your experience at _____
- 2** Why do you **want to work for us?**
- 3** What do you **know about our company?**
- 4** Why did you **leave your last job?**
- 5** **Tell me about yourself**

Notes

Lined area for writing notes, consisting of multiple horizontal lines.



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