



Application for Employment

Please fill out form completely for employment consideration. Print and fax or mail when completed.

Prospective employees will receive consideration without discrimination because of race, creed, national origin or handicap. We are an equal opportunity employer.

Career Connection
MNTC EMPLOYMENT SERVICES

Job Applications Guide



MOORE NORMAN
TECHNOLOGY CENTER

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Completing a job application is usually the first step in every job search. Whether electronic or in paper form, all job applications ask for the same thing: important information about your career, education and job qualifications.

The importance of correctly completing an application should not be underestimated. The document provides a tremendous opportunity to sell yourself and to make a good first impression.

Completing job applications can be a very time consuming process without the right preparation because it requires a great deal of detail, from dates of employment to addresses and skills.

Take the time to fill out your job applications correctly. First impressions are important, and even online applications have the ability to make a good or not-so-good first impression.

TIME-SAVING TIPS

Several strategies can help shorten the time required to complete applications:

- Start by completing a Data Tract form—pick up at Employment Services.
- Save your data record as a digital file so that you can then simply cut-and-paste the information into applications as you fill them out.
- “Auto-fill” feature is another time-saving device available on some web browsers and as part of Google’s toolbar. This

built-in function allows you to fill out personal data once and then have it automatically populate online applications and other web-based forms.

So, what information do you need for your Data Tract?

- Name, address, phone numbers (home and cell) and email address. Make sure your email address is professional.
- **Career information:** Your past jobs,

the addresses and phone numbers of those companies, your managers in each of those positions and your salary.

- **Dates of employment:** The month and year you started working, when you left and the reasons for your departures. Write a brief description of your accomplishments/duties for each position. If you do not know the exact dates of your employment, call and verify your dates with your employers’ human resources department.

- **Other information:** Gather any additional information such as: degrees, certifications, honors, special training, hobbies, volunteer activities and other relevant experience that could help you win the job.

TIPS FOR COMPLETING AN APPLICATION

Whether you're filling out a paper document or an electronic form online, completing a job application requires preparation and professionalism. Here are some important things to remember:

- Read the application and see what directions are given. It is important to follow directions because whether you follow directions or not, this is the employer's first impression of you.
- Never use abbreviations, slang or emoticons/emojis.
- Avoid writing "see resume." Fill out the entire application.
- Avoid negative information, if possible. Never give false information.
- Target your qualifications. Many applications have limited space, so showcase the skills and experience best suited to the job.
- When applying for a specific positions, be sure to include the correct job title on the application.
- If you have gaps in your employment history, list positive ways you spent the time while unemployed.
- When asked about salary requirements, provide a range or respond "negotiable."
- Fill in **EVERY** space unless the answer will throw a red flag and screen you out of the interview. In this case, use a small neat dash or N/A for not applicable.
- **NAME:** Use your legal name, put nicknames in parenthesis.
- **CRIMINAL CONVICTIONS:** LYING on an application never pays off! Be honest and in the space provided for explanation write: *Would appreciate opportunity to explain in interview.*
- **OTHER EXPERIENCES/SKILLS: FILL THIS IN! SELL YOURSELF!** List any volunteer work or experience, or skills that may not show up on your work record.
- **EDUCATION:** Fill this in completely. On all schools, use the latest one you attended or the one where you received your degree or diploma. If you have earned your GED, check "Graduated."
- **PERSONAL REFERENCES:** You need to have AT LEAST three references. Good references include employers, instructors, coworkers, long-time



acquaintances, customers, etc. Never use family members.

- **PREVIOUS EMPLOYMENT:** Follow directions. List the name, address and phone number of each business. In DETAIL, list your accomplishments and/or work duties that are related to the job you are applying for.
- **REASON FOR LEAVING:** Think of all possible reasons for leaving and select

the most positive and honest ones you can use:

- To further education
- Relocated
- Seasonal position
- Career change
- Opportunity for advancement
- Reduction in force
- Position ended
- Business closed

50 REASONS WHY EMPLOYERS REJECT JOB APPLICANTS

1. Poor personal appearance.
2. Overbearing, overaggressive, conceited, superiority complex, "know it all."
3. Inability to express oneself clearly — poor voice, diction, grammar.
4. Lack of planning for career — no purpose or goals.
5. Lack of confidence and poise, nervousness, ill at ease.
6. Lack of interest and enthusiasm — passive, indifferent.
7. Failure to participate in activities.
8. Overemphasis on money — interested only in best dollar offer.
9. Poor school record — only just got by.
10. Unwilling to start at the bottom — expects too much too soon.
11. Makes excuses, evasiveness, hedges on unfavorable factors in record.
12. Lack of tact.
13. Lack of maturity.
14. Lack of courtesy — ill-mannered.
15. Condemnation of past employers.
16. Lack of social understanding.
17. Marked dislikes for school work.
18. Lack of vitality.
19. Failure to make eye contact with interviewer.
20. Limp, fishy handshake.
21. Indecision.
22. Loafing during vacations — no job experience or educational pursuits.
23. Asks no questions about the job.
24. High pressure type.
25. Poor work ethics.
26. Lack of character.
27. Sloppy application.
28. Merely shopping around.
29. Wants job for only a short time period.
30. Little sense of humor.
31. Lack of knowledge in field of specialization.
32. Parents make decisions for applicant.
33. No interest in company or industry.
34. Emphasis on whom one knows.
35. Unwillingness to go where employer needs to send applicant.
36. Cynical.
37. Low moral standards.
38. Lazy.
39. Intolerant, strong prejudices.
40. Narrow interests.
41. Poor handling of personal finances.
42. No interest in community activities.
43. Inability to take criticism.
44. Lack of appreciation of the value of experience.
45. Radical ideas.
46. Late to interview.
47. Never heard of company.
48. Failure to express appreciation for interviewer's time.
49. Indefinite response to questions.
50. Lack of preparation.

