



Employment Applications

EASIER THAN YOU THINK!

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Employment Applications

Completing an employment application is often your first step in finding a job.

Employers use the application to learn about your skills and qualifications and to compare you to other applicants.

Follow directions. You don't want your application rejected because you filled it out wrong.

- Read the entire application before you start filling it out
- Pay attention to what is being asked and how you are expected to respond.

First things first...

Do **not** leave any blanks on your application.

The application is the company's first introduction to you.

- If they ask for an address, phone number, or zip code, make sure you include it.
- If they ask for your last 3 employer's information and supervisor's name, include that also.
- If you don't complete every area on the application, the company may not take you seriously and may think that you can't follow simple directions.

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What job are you applying for?

If you are not sure what positions they have open, **don't** put 'ANY' as the job you are applying for.

Think about what that company does & what you can do there...

- Customer Service
- Production
- Maintenance



Work History

The toughest thing for some people on an application are the dates of your previous employment...

Most people can remember the order of their jobs and how long they were there, but not the actual dates of employment.

- Write down a list of your jobs. Pick a few to call and get your first & last dates of employment.
- You now have dates to go by to help plug in your other dates

Your Skills

What are your skills? **Expand!**

- Cashier
 - Register Maintenance
 - Money Reports
 - Deposits
 - Counter Inventory
 - Standing for 8 Hour Shift
- Production
 - Mechanically Inclined
 - Great at Troubleshooting
 - Quality Minded
 - Excellent Safety Record




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Skills – Use the Posted Job Description

What words/skills did the company use in their job description? Include a few of those words on your application under '**duties performed**' in your job descriptions.



Most applications have a section that asks for '**Additional Skills**' - always complete this section.

Why did you leave a job...

Don't say:

- Laid Off
- Need to Make More Money
- Not Enough Hours
- Self-Employed



Alternate Answers:

- Reduction in Workforce
- Wanted a More Challenging Position
- Desired Position With More Responsibility
- Contract Ended

Why did you leave a job...

Additional Alternate Answers

- Seasonal Worker
- Wanted More Career Oriented Work
- Temporary or Part Time Work Only
- Services No Longer Needed
- Preferred Different Work Environment
- Looking for Growth Opportunities
- Wanted to Change Career Path
- Decided to Further My Education

Why did you leave a job... Company Closed

If you left because the company closed:

- Answer that the company closed
- If the application requires the address and phone number, include it



Even if the company is no longer there, a simple internet search can usually find old company addresses and phone numbers.

References

Your references do not have to be a former supervisor or even someone who worked with you on a **'paid'** job.

You can use:

- Former Coworkers
- Someone You Volunteered With or For
- Clients (lawn care, babysitter, dog walker, housekeeper, etc.)
- Teachers

Avoid using:

- Family
- Friends
- Fiancé
- Your cousin's best friend's daughter's boyfriend



Cheat Sheet

Once you complete your job history and other information, save a copy to use as your 'Cheat Sheet' for filling out other applications. It is good to be prepared When completing multiple applications!



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LOCATIONS

COOKE COUNTY

1311 North Grand Ave.
Suite 200
Gainesville, TX 76240
940-665-1121

FANNIN COUNTY

1205B E. Sam Rayburn Dr
Bonham, TX 75416
903-640-0222

GRAYSON COUNTY

2415 South Austin Ave.
Suite 105
Denison, TX 75020
903-463-9997

1-888-813-1992

www.workforcesolutionstexoma.com

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