



Creating a Job Application for your Company

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Introduction

The job application form is usually the first step in the selection process when hiring employees. Job applications allow you to learn more information about the skills and abilities of the applicant. Completing a job application also helps the applicant to view this as a serious job. The purpose of this paper is to provide the information needed to create a job application for your company.

Objectives:

- What is the purpose of a Job Application form
- Evaluate to make sure it covers the position responsibilities
- Ensure your company is covered legally

Job Applications

For most employers, the job application form is the first step in the selection process. Job application forms provide a record of relevant information about applicants for positions, and also furnish data for personnel research. Interviewers may use responses from the application for follow-up questions during an interview.

These forms range from requests for basic information, such as names, addresses, and telephone numbers, to comprehensive personal history profiles detailing applicants' education or training, job experience skills, and accomplishments.

According to the Uniform Selection Guidelines of the Equal Employment Opportunity Commission (EEOC), which establish standards that employers must meet to prevent disparate or unequal treatment, any employment requirement is a test, even a job application. As a result, EEOC considerations and application forms are interrelated, and managers should make sure that their application forms do not ask questions that are irrelevant to job success, or these questions may create an adverse impact on protected groups.

For example, employers should not ask whether an applicant rents or owns his or her own home, because an applicant's response may adversely affect his or her chances at the job. Minorities and women may be less likely to own a home, and home ownership is probably unrelated to job performance.

Applicants should be asked to fill out a job application form and to provide you with references.

The job application form serves a several purposes:

- It gives you more information about the skills of the applicant.
- It gives you another screening tool. It helps you to decide if the applicant is suitable and worth another interview.
- It helps you to judge the applicant's literacy if it is important to you that they read and write clearly.
- It shows you how well they follow directions.
- It helps the applicant to view this as a serious job.
- It provides a record for your files.

Developing the Job Application Form

Things to Consider	Examples
Ensure they know the physical and health related requirements of the job.	Will they have to lift items or objects? How much weight will they be lifting? Be on their feet for extended periods of time? Use of hand and power equipment? Climb ladders or stairs? Wear a respirator? Wear special protective clothing? Work in wet or damp conditions?
Make sure you check rules under the American with Disabilities Act (ADA) before defining physical requirements of a job.	Provide actual examples of what they will be doing and for how long each day.
Are they required to be trained or proficient in any machinery, equipment, vehicles, or processes?	Operating industrial trucks? Operating a forklift or loader? Operating feed mills or grinders? Erecting scaffolding? Operating large pumps? Operating washing equipment?
Inform them of any screening you will do.	Will they have to pass a drug test? If drug tested how often? Do you check references? Or look at driving or credit records?
State your expectations and let them know you will hold them accountable for workplace safety.	They will have to learn and follow all rules, directions, and listed health precautions. Comply with company policy on drugs and alcohol. Use your company's form to report any workplace hazards they observe. Use and maintain personal protective equipment. Promptly report every work-related injury or illness. Promptly report to work on time and ready to work.

Sample Job Application Form

[Company Name and/or Logo]

Application for Employment

Applicant: _____

Date: _____

Position Applying For: _____

Applicant Note: If you need assistance completing this application or for any phase of the employment process, please notify the [Department Name or Position Title] and every effort will be made to accommodate your needs in a reasonable amount of time.

- Please read the application thoroughly.
- Please answer all appropriate questions completely and accurately.
- Print clearly; incomplete or illegible applications will not be processed.
- False or misleading statements on this application and during an interview, if granted, are grounds for terminating the application process or, if discovered after employment, terminating employment.
- This application form is intended for use in evaluating your qualifications for employment. Neither this application, nor any subsequent employment resulting from it, create an employment contract.
- The [Company Name] is an equal opportunity employer and does not discriminate, or tolerate discrimination, against any employee or applicant in any manner prohibited by law.

Name:	
Home Telephone:	Address:
Work Telephone:	City, State, Zip:
Mobile/Pager/Other:	Email Address:
Position Applying For:	Annual Salary Requirements:
Employment Type:	Days Available to Work:
Date Available for Employment:	Hours Available to Work:

	Education - Name & Location	Graduate	Degree Received
High School		<input type="checkbox"/> Yes <input type="checkbox"/> No	
College		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Technical		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Military		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Date Completed	Technical /Professional Qualifications Area or Subject	Crtification/Training

REFERENCES -List three supervisors and/or coworkers who are familiar with your work. Do not include relatives.

Name:	Relationship:
Occupation:	Telephone:
Address:	Years Acquainted:
Name:	Relationship:
Occupation:	Telephone:
Address:	Years Acquainted:
Name:	Relationship:
Occupation:	Telephone:
Address:	Years Acquainted:

Please account for any period you were unemployed by stating the nature of your activities. Use another sheet of paper if necessary.

Most Recent Employer	Are you currently working for this Employer? If yes, may we contact?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Company Name:			
Address:			
Employed From:	to	Phone Number:	
Job Title:		Fax Number:	
Job Responsibilities:			
Supervisor's Name an Title:			
Reason for Leaving:			
Current/Last Salary \$:	_____ per	_____ Hour	_____ Week _____ Biweekly _____ Month _____ Year

Second Most Recent Employer	Are you currently working for this Employer? If yes, may we contact?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Company Name:			
Address:			
Employed From:	to	Phone Number:	
Job Title:		Fax Number:	
Job Responsibilities:			
Supervisor's Name an Title:			
Reason for Leaving:			
Current/Last Salary \$:	_____ per	_____ Hour	_____ Week _____ Biweekly _____ Month _____ Year

Third Most Recent Employer	Are you currently working for this Employer? If yes, may we contact?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
Company Name:			
Address:			
Employed From:	to	Phone Number:	
Job Title:		Fax Number:	
Job Responsibilities:			
Supervisor's Name and Title:			
Reason for Leaving:			
Current/Last Salary \$:	_____ per	_____ Hour	_____ Week _____ Biweekly _____ Month _____ Year

Fourth Most Recent Employer	Are you currently working for this Employer? If yes, may we contact?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
Company Name:			
Address:			
Employed From:	to	Phone Number:	
Job Title:		Fax Number:	
Job Responsibilities:			
Supervisor's Name and Title:			
Reason for Leaving:			
Current/Last Salary \$:	_____ per	_____ Hour	_____ Week _____ Biweekly _____ Month _____ Year

Have you reviewed the essential job functions and responsibilities? Yes No

If so, can you perform the essential job functions and responsibilities? Yes No

Have you previously applied for employment with the [Company Name]? Yes No
If yes, provide dates:

Have you previously worked for the [Company Name]? Yes No

If yes, provide dates:

Supervisor and Title:

Reason for leaving:

If employed, can you provide proof of authorization to work in the United States? Yes No

If the job required, would you be willing to travel? Yes No

If so, how much? Light (<25%) Moderate (25-50%) Heavy (>50%)

How did you learn about the position?

- Newspaper
- Work Source or Employment Office Referral
- Trade Publication
- Internet
- Employee Referral
- Other

If you were referred by a current or former [Company Name] employee, please write the person's name below:

Name: _____

By signing this application, I declare the information provided by me is complete and true to the best of my knowledge. I understand any misrepresentation or omission on this application may preclude an offer of employment, or may result in a withdrawal of an employment offer, or may result in my discharge from employment if I am already employed at the time the misrepresentation or omission is discovered.

I hereby authorize the [Company Name] and/or its agents, including consumer reporting bureaus, to investigate all statements contained herein. I authorize all former employers (unless noted otherwise), persons, schools, and law enforcement authorities to release any and all information concerning my background and hereby release all said parties from liability for any damage that may result from either furnishing or collecting such information.

I also understand if I am hired by the [Company Name] I will be required to provide proof of identity and legal work authorization.

I agree that, if hired, I have the right to terminate my employment at any time, with or without cause, and with or without notice and the [Company Name] may also terminate my employment at any time, with or without cause or notice. I understand no manager or representative of the [Company Name], other than its [PositionTitle] or a designee, has any authority to enter into any agreement for employment for any specified period of time or make any agreement contrary to the foregoing either now, in the past, or in the future. I further understand that such an agreement must be in writing and signed by the [PositionTitle] for it to be binding on either myself or the [Company Name]. I further understand this statement supersedes any prior oral or written understanding and bars any future oral understanding to the contrary.

Applicant Signature

Date

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