Online Applications

What is the purpose of online applications?

For job seekers: To apply to a job and create a lasting electronic profile of your skills and abilities for future opportunities and demonstrate you have computer skills and the ability to follow detailed instructions

For employers: To streamline the hiring process and create a database of potential candidates

What will you need to fill out an online application?

Every online application is different, depending on the employer. You will need at least the following:

An appropriate email account and a password to create an online profile: Consider using the same password with every company so it will be easier to remember. Many businesses are contacting candidates via email. If you don't have an email account, you will need to create one before you apply.

Time: Online applications take much longer to complete than paper applications because they ask for more details and may include situational questions. Many can take two hours or more to complete. Give yourself the time you will need to stay focused and relaxed!

Your availability to work: Be ready to specify the days and hours you are available and willing to work

A resume and cover letter (saved on a flash drive or on the computer you are using): You will either be asked to upload the resume and cover letter or to copy and paste it into a part of the application.

Work history that may not be listed on your resume: Have information for at least your last three jobs including, titles, dates of employment and wages. In general, you'll need to provide the full name, address, phone number and email for past supervisors for the jobs you list. Be ready to describe your jobs in a few sentences even if you also attach a resume. The automated systems will scan job titles and other "key words" you use to describe your responsibilities to see if your skills and experience match those required by the job.

References: Online job application may ask for references. References are 3 people, not related to you, who can speak positively about your work experience. Be prepared with the full names, titles, addresses, phone numbers and emails of your references.

Education, Licenses and Certifications: It is important to include all education experiences as the automated system will use this to assess your qualifications.

Addresses where you have lived for the past 10 years: Although not all applications ask for this information, it is important to have it ready if they do!

Verification and voluntary personal information: many applications will REQUIRE information in order to verify your identify such as your social security number and/or your date of birth. This kind of information is asked to ensure accuracy of information. In addition, you may be asked OPTIONAL personal information, such as your gender, race, veteran status, etc. This kind of information is asked as part of Equal Opportunity hiring initiatives.

Online Application Guidelines

Have all the information you will need within reach BEFORE starting the application

Save your resume in various formats—three common formats are "MS Word", "Plain Text" and "PDF." If you don't have MS Word, find a compatible format that can be read by all computers

Create a system for saving all your usernames and passwords for your online application profiles. Consider using your email as your username and a password you will remember. You may want to use the same username and password for all online profiles.

Many online applications include "personality assessment" questions. These questions are designed to help companies figure out if you would work well in their organization and if you have the right temperament and attitudes for the particular job(s) for which you are applying.

Update your online profiles at regular intervals, even if there isn't a job you are applying for. This is a strategy that may keep your profile active and accessible to Hiring Managers.

Add licenses and certifications. Often these are career-related licenses or certifications, but you can also include a driver's license, for example.

Online applications require you to fill in spaces. Make sure you fill in ALL the required spaces; Be consistent with the content on your resume and cover letter.

Online applications are just one step in the hiring process. After you finish an online application, consider following up with human resources, the hiring manager or the company to make sure your application went through and ask about next steps

Save often, spell check and review your application before you "click" submit!

Sample Employment Application

Contact Information

Name_____

Address_____City_____State_____ Zip_____

Phone Number_____Email Address_____

Availability

How many hours a week are you available to work? _____When are you available to start work? _____

Are you willing to work weekends? ☐YES ☐NO Are you willing to work holidays? ☐YES ☐NO

What times are you available to work:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Earliest Time							
Latest Time							

Education

High School

Name of School_____Address_____

Did you graduate? ☐YES ☐NO

Undergraduate/Graduate

Name of School_____Address_____

Degree type_____Major_____

Did you graduate? ☐YES ☐NO

Other

Name of School_____Address_____

Degree type_____Major_____

Did you graduate? ☐YES ☐NO

Employment History: Begin with the most recent.

Company_____Position_____

Address_____City _____State_____ Zip_____Country_____

Phone Number_____

Supervisor's Name and Title _____May we contact this employer? ☐YES ☐NO

Start Date (Month/Year)_____ End Date (Month/Year)_____ Starting Pay $_____ Ending pay $_____

Duties_____

_____

_____

Reason for Leaving_____

Company_____Position_____

Address_____City _____State_____ Zip_____Country_____

Phone Number_____

Supervisor's Name and Title _____May we contact this employer? ☐YES ☐NO

Start Date (Month/Year)_____ End Date (Month/Year)_____ Starting Pay $_____ Ending pay $_____

Duties_____

_____

_____

Reason for Leaving_____

Company_____Position_____

Address_____City _____State_____ Zip_____Country_____

Phone Number_____

Supervisor's Name and Title _____May we contact this employer? ☐YES ☐NO

Start Date (Month/Year)_____ End Date (Month/Year)_____ Starting Pay $_____ Ending pay $_____

Duties_____

_____

_____

Reason for Leaving_____

References: List three people who can speak about your work history.

Name_____Title_____Company_____
Relationship_____Length of time known_____
Phone Number_____Email_____
Address_____City _____State_____ Zip_____Country_____

Name_____Title_____Company_____
Relationship_____Length of time known_____
Phone Number_____Email_____
Address_____City _____State_____ Zip_____Country_____

Name_____Title_____Company_____
Relationship_____Length of time known_____
Phone Number_____Email_____
Address_____City _____State_____ Zip_____Country_____

Residence: List the places you have lived in the past 10 years. Start with the most recent.

Street Address_____City_____ State_____Zip_____
From (Month/Year)_____ To (Month/Year)_____

Street Address_____City_____ State_____Zip_____
From (Month/Year)_____ To (Month/Year)_____

Street Address_____City_____ State_____Zip_____
From (Month/Year)_____ To (Month/Year)_____