Van Tèt Ou sou Papye – Aplikasyon Travay lan

Se pat tout pozisyon ki mande pou yon aplikasyon. Mèn, fòm estanda sa enpòtan menjan ak rezime ou oswa lèt entwodiksyon an pou jwenn yon entèvyou. Donk, kijan pou byen ranpli l? Eske ou ka dekri konesans ou ak sa ou akompli yo byen klè nan yon fason ki detèminen, nan yon tan limite?

Sa yo se kèk nan kesyon pou ou reponn pandan w ap kontinye chèche travay. Fèy enfòmasyon sa pral dekri kèk konsèy enpòtan pou ranpli aplikasyon sa yo, k ap ede ou montre konpanyi a ke ou se pi bon moun pou djòb lan!

Atire Kiyozite Konpanyi an Interest

Gen anpil konpanyi ki sèvi ak fòm aplikasyon paske yo apwopriye, ranje enfòmasyon an nan yon pwofoma klasik ke moun k ap fè entèvyou an ka gade l byen rapidman. Donk, sede a obligasyon konpanyi an epi planifye an avans! Rasanble fè, dat ak referans ke ou ap bezwen pou byen ranpli fòm lan avan ou aplike pou yon djòb.

Lè Ou Ap Ranpli Fòm Ou an

Aplikasyon travay lan osi enpòtan ke yon rezime pou jwenn yon entèvyou. Donk, fè li byen mache pou ou! Mèn kèk konsèy k ap ede ou ranpli yon bon aplikasyon pou travay:

- Li fòm lan byen avan ak apre ou finn ranpli l. Swiv tout enstriksyon a la lèt esansyèl pou ou byen ranpli yon aplikasyon pou travay.
- Mande pou de (2) kopi. Ou ap bezwen yon ekstra pou pare yon bouyon. Mache ak yon rezime ak lis referans pou ede ou ranpli enfòsyon de baz yo nèt ak san erè.
- Enprime oubyen ekri klèman pou yo ka li l fasilman. Sèvi ak yon plim ak lank ble oswa nwa fiyab (oubyen tape l si li posib). Mache ak yon plim ak yon gòm ki efase lank oubyen likid koreksyon si jamè ou ta fè erè.
- Veye otograf, gramè ak ponktiyasyon ou.
- Pa kite okenn espak vid. Mete “pa aplikab” oubyen “pa aplike” lè yo mande pou yon enfòmasyon ke pa gen anyen pou wè avè ou.
- Bay referans valab. Fòk ou si ou mande moun lan pèmisyon avan ou mete non yo sou aplikasyon an.
- Sinyen ak date aplikasyon an.
- Mande yon moun eksplike ou abreviyasyon yo oswa tèm ke ou pa konpran. Li pi bon si ou mande moun ki ba ou fòm lan.
- Fòk ou si tout enfòmasyon an korèk. Tchèke dat ou te travay nan yon konpanyi, nimewo telefòn ak adrès pou si korèk.

Vreman Devouwe Ou

Enfòmasyon nan aplikasyon pou travay ou an vreman enpòtan pou rive nan pwochen etap nan rechèch travay ou an—entèvyou an. Donk, pa pedi lakat poutèt pwofoma an strikt! Gade pi ba a pou egzamp yon aplikasyon. Anplisdesa, Job Search Journal DCS ak lòt piblikasyon—ki gen plis konsèy aplikasyon—disponib nan One-Stop Career Center sa.

Yon konpanyi opotinite egal/pwogram. Asistans ak sèvis oksilyè disponib a moun ki enfim depi yo mande pou yo. Pou sèvis transmisyon pou moun ki soud rele 1-800-439-0183 oswa 711.

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Application for Employment

DATE _____

PERSONAL INFORMATION

NAME (LAST NAME FIRST)			SOCIAL SECURITY NO. — —
PRESENT ADDRESS	CITY	STATE	ZIP CODE
PERMANENT ADDRESS	CITY	STATE	ZIP CODE
PHONE NO. ( )	REFERRED BY		

EMPLOYMENT DESIRED

POSITION	DATE YOU CAN START	SALARY DESIRED
ARE YOU EMPLOYED? ☐ Yes ☐ No	IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? ☐ Yes ☐ No	
EVER APPLIED TO THIS COMPANY BEFORE? ☐ Yes ☐ No	WHERE?	WHEN?

NAME AND LOCATION OF SCHOOL		YEARS ATTENDED	DID YOU GRADUATE	SUBJECTS STUDIED
GRAMMAR SCHOOL				
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL				

GENERAL

SUBJECTS OF SPECIAL STUDY/RESEARCH WORK OR SPECIAL TRAINING/SKILLS	
U.S. MILITARY OR NAVAL SERVICE	RANK

FORMER EMPLOYERS

(LIST BELOW LAST FOUR EMPLOYERS, STARTING WITH LAST ONE FIRST)

DATE MONTH AND YEAR	NAME AND ADDRESS OF EMPLOYER	SALARY
FROM		
TO		
FROM		
TO		
FROM		
TO		
FROM		
TO		

REFERENCES

GIVE BELOW THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.

	NAME	ADDRESS	BUSINESS	YEARS KNOWN
1				
2				
3				

AUTHORIZATION

"I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT, IF EMPLOYED, FALSIFIED STATEMENTS ON THIS APPLICATION SHALL BE GROUNDS FOR DISMISSAL.

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN AND THE REFERENCES AND EMPLOYERS LISTED ABOVE TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND ANY PERTINENT INFORMATION THEY MAY HAVE, PERSONAL OR OTHERWISE, AND RELEASE THE COMPANY FROM ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM UTILIZATION OF SUCH INFORMATION.

I ALSO UNDERSTAND AND AGREE THAT NO REPRESENTATIVE OF THE COMPANY HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIED PERIOD OF TIME, OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING, UNLESS IT IS IN WRITING AND SIGNED BY AN AUTHORIZED COMPANY REPRESENTATIVE."

DATE _____ SIGNATURE _____

INTERVIEWED BY _____ DATE _____

DO NOT WRITE BELOW THIS LINE

REMARKS

NEATNESS		CHARACTER	
PERSONALITY		ABILITY	

HIRED	FOR DEPT.	POSITION	WILL REPORT	SALARY WAGES

APPROVED: 1. _____ EMPLOYMENT MANAGER 2. _____ DEPT. HEAD 3. _____ GENERAL MANAGER