

**HUE UNIVERSITY
COLLEGE OF FOREIGN LANGUAGES
DEPARTMENT OF ENGLISH**

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INTERVIEW



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Chapter 1:

HOW TO FILL OUT A JOB APPLICATION FORM

When you apply for a job, you are usually required to fill out a job application form. Most employers review your application before they choose to see you. It can also form an important first impression of you. To increase your chances for an interview, follow these guidelines:

1. Read the entire form carefully. Know what is being asked before filling out the form. Answer each item truthfully. Employers may use the application form to judge how well you follow instructions and how careful you may be as an employee.

2. Fill in the blanks completely, accurately, neatly, and to the best of your ability. Print or write clearly so it is easy to read. Answer all questions. Answers should be brief and consistent. Write "does not apply" where not applicable. Check your answers for correct spelling, grammar, punctuation, completeness, and accuracy.

3. Type the form if possible.

4. Describe all of your skills and abilities.

5. Know the deadline for applying and where to deliver your application.

6. Be prepared to answer the following basic parts of an application form:

PERSONAL INFORMATION: List name, mailing address, phone number, and social security number. If you do not have a phone number, have a number where messages can be left for you.

POSITION DESIRED: Spell correctly the job for which you are applying. Specify full-time or part-time, type of employment (permanent, temporary, or summer only), and the date you can start.

EDUCATION AND TRAINING: List academic, vocational, and professional education and schools attended. Be prepared to attach copies of certificates or other documents.

SPECIAL JOB-RELATED SKILLS, TRAINING, LICENSES, AND ACCOMPLISHMENTS: Listing these will make you stand out from other applicants. List the types of equipment and tools that you are able to use and the licenses you have. List ability to speak and write other languages as well if relevant to the job for which you apply.

EMPLOYMENT HISTORY (BEGIN WITH MOST RECENT JOB): List employer's name, current address and telephone number, supervisor, job title, dates of employment, salary, and reason for leaving. Describe your job duties clearly. Use action verbs. Concentrate on skills which will interest the employer. The job description can provide clues about important skills. Explain gaps in your work history.

REFERENCES (CHARACTER AND/OR PROFESSIONAL): Provide names, current business addresses, and current phone numbers of people, not including relatives, who can speak positively about you. Clergy members, teachers, counselors, friends who are in business, and leaders of organizations and in the community usually make good references. Be sure to ask for their permission before listing them and verify where they can be reached. You may also want to give them a copy of your resume so they know more about you. Have enough references so that no one person is constantly called about you.

7. Sign and date the application in the space(s) provided.
8. Have copies of transcripts, letters of recommendation, and other documents ready to attach to your application form.
9. Keep a copy of your completed application so you can review it before your interview.

1.1 Sample Job Application Form 1

It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment on race, age, color, sex, religion, national origin or other protected classification.

Name: _____ **Date:** _____
 Last First Middle

Address: _____
 Street City State Zip Code

Telephone: _____

Are you over 18 years old? Yes No

Are you a U.S. citizen or otherwise authorized to work in the U.S. on an unrestricted basis? Yes No

How did you learn of this opening? _____

Have you ever worked here before? Yes No

Are there any hours, shifts or days you cannot or will not work?

Shift preferred: Part-time _____ Full-time _____

Are you willing to work overtime as required? Yes No

Have you ever been convicted of a felony? Yes No
 (Conviction will not necessarily disqualify an applicant for employment.) If yes, describe conditions: _____

1.2 Sample Job Application Form 2

NAME (Last, First, Middle)

SOC. SEC. #

ADDRESS (Number and Street, City, State, Zip Code)

PHONE

NO.

() _____

POSITION

DESIRED Full-time

Part-time

Temporary ____

HAVE YOU WORKED FOR THIS COMPANY BEFORE? Yes ____ No ____

IF YOU ARE A MINOR UNDER AGE 18, DO YOU HAVE
A CERTIFICATE OF AGE OR EMPLOYMENT? Yes ____ No ____

EDUCATION

	NAME AND ADDRESS OF SCHOOL	MAJOR	DEGREE/ DIPLOMA
High School	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
College	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
Trade, business, other	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

SPECIAL SKILLS AND QUALIFICATIONS: List job-related licenses, skills, training, honors, awards, and special accomplishments

EMPLOYMENT HISTORY: (START WITH PRESENT OR LAST POSITION)

Employer: _____

Address: _____

Supervisor: _____

Phone: _____

Position Title: _____

From: _____ To: _____

Duties: _____

Salary: _____

(first)

(last)

Reason for leaving: _____

Employer: _____

Address: _____

Supervisor: _____

Phone: _____

Position Title: _____

From: _____ To: _____

Duties: _____

Salary: _____
(first) (last)

Reason for leaving: _____

Employer: _____

Address: _____

Supervisor: _____

Phone: _____

Position Title: _____

From: _____ To: _____

Duties: _____

Salary: _____
(first) (last)

Reason for leaving: _____

MAY WE CONTACT YOUR PRESENT EMPLOYER? Yes _____ No _____

REFERENCES: (EXCLUDE RELATIVES AND FORMER EMPLOYERS)

Name/Title	Address and Phone No.	Occupation
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I CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT ANY FALSE INFORMATION ON THIS APPLICATION MAY BE GROUNDS FOR NOT HIRING ME.

DATE _____ SIGNATURE _____

1.3 Sample Job Application Form 3

Instructions: Print clearly in black or blue ink. Answer all questions. Sign and date the form.

PERSONAL INFORMATION:

First Name _____

Middle Name _____

Last Name _____

Street Address _____

City, State, Zip Code _____

Phone Number

(____) _____

Are you eligible to work in the United States?

Yes _____ No _____

If you are under age 18, do you have an employment/age certificates?

Yes ___ No ___

Have you been convicted of or pleaded no contest to a felony within the last five years?

Yes _____ No _____

If yes, please explain: _____

POSITION/AVAILABILITY:

Position Applied For _____

Days/Hours Available

Monday _____

Tuesday _____

Wednesday _____

Thursday _____

Friday _____

Saturday _____

Sunday _____

Hours Available: from _____ to _____

What date are you available to start work?

EDUCATION:

Name and Address Of School - Degree/Diploma - Graduation Date

Skills and Qualifications: Licenses, Skills, Training, Awards

EMPLOYMENT HISTORY:

Present Or Last Position:

Employer: _____

Address: _____

Supervisor: _____

Phone: _____

Email: _____

Position Title: _____

From: _____ To: _____

Responsibilities: _____

Salary: _____

Reason for Leaving: _____

Previous Position:

Employer: _____

Address: _____

Supervisor: _____

Phone: _____

Email: _____

Position Title: _____

From: _____ To: _____

Responsibilities: _____

Salary: _____

Reason for Leaving: _____

May We Contact Your Present Employer?

Yes _____ No _____

References:

Name/Title Address Phone

I certify that information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above.

Signature _____

Date _____

1.4 Applicant Information

Applicant Name _____

Home Phone _____

Other _____

Email Address _____

Current Address:

Number and street _____

City _____

State & Zip _____

How were you referred to Company?: _____

Employment Positions

Position(s) applying for: _____

Are you applying for:

Temporary work – such as summer or holiday work? Y or N

Regular part-time work? Y or N

Regular full-time work? Y or N

What days and hours are you available for work? _____

If applying for temporary work, when will you be available?

If hired, on what date can you start working? ___ / ___ / ___

Can you work on the weekends? Y or N

Can you work evenings? Y or N

Are you available to work overtime? Y or N

Salary desired: \$ _____

Personal Information:

Have you ever applied to / worked for Company before? Y or N

If yes, please explain (include date): _____

Do you have any friends, relatives, or acquaintances working for Company? Y or N

If yes, state name & relationship: _____

If hired, would you have transportation to/from work? Y or N

Are you over the age of 18? (If under 18, hire is subject to verification of minimum legal age.) Y or N

If hired, would you be able to present evidence of your U.S. citizenship or proof of your legal right to work in the United States? Y or N

If hired, are you willing to submit to and pass a controlled substance test? Y or N

Are you able to perform the essential functions of the job for which you are applying, either with / without reasonable accommodation? Y or N

If no, describe the functions that cannot be performed

(Note: Company complies with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. It is possible that a hire may be tested on skill/agility and may be subject to a medical examination conducted by a medical professional.)

Have you ever been convicted of a criminal offense (felony or misdemeanor)? Y or N