

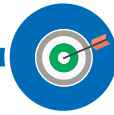
Application with Errors

Directions: This completed job application contains 20 mistakes. Try to correct all 20 errors. An answer key is available at the end of this exercise. Elements of the application are numbered to make it easier for you to use the answer key.

APPLICATION FOR EMPLOYMENT

Answer ALL Questions Completely

1. Last Name: _____ First Name: _____ Middle Name: _____
2. Have you ever been known by another name or by an alias (Select One)? Yes No
3. If yes, explain: _____
4. Current Address: _____
5. City: _____ State: _____ ZIP Code: _____
6. Permanent Address: _____
7. City: _____ State: _____ ZIP Code: _____
8. Home Phone #: _____ Cell Phone #: _____
9. Social Security Number:
For your security, the social security number cannot be changed. Instead use the field below to describe any errors you see.
10. Are you currently licensed (not suspended) to drive in Minnesota or another state (Select One)? Yes No
11. If yes, provide State and license number:
For your security, the driver's license field cannot be changed. Instead use the field below to describe any errors you see.
12. Can you furnish proof that you are at least 18 years of age and eligible to work in the United States (Select One)? Yes No If no, explain: _____
13. Position applied for: _____



Application with Errors (Continued)

AVAILABILITY

14. Full Time	Part Time	Temporary	Date You Can Start
15. Days	Nights	Weekends	

16. Desired Wages: \$ _____ per hour

17. Have you applied for employment with [COMPANY NAME] before (Select One)? Yes No
If yes, when?

18. Have you worked for [COMPANY NAME] before (Select One)? Yes No
If yes, when?
Reason for leaving?

19. How did you first learn about employment with [COMPANY NAME]?

Minneapolis Star Tribune COMPANY NAME] Employee Name:

St. Paul Pioneer Press / Career Builder Radio Station:

Other: (please specify)

20. Have you served in the Military (Select One)? Yes No

If Yes: Branch Rank Dates of Service

Briefly describe your military duties if any may be related to position applied for:

Present Membership in National Guard or Reserves? Yes No

21. EDUCATION

Type of School	Name/Location	# of Years Attended	Graduate? (Circle One)	Major Field(s) of Study
High School			Yes No	
Business/Tech School			Yes No	
Graduate School			Yes No	
College/ University Undergraduate			Yes No	



Application with Errors (Continued)

22. EMPLOYMENT EXPERIENCE

List employers during last five years in sequential order, with present or last employer first.

1. Employer Name /Organizatou:

Address:

Telephone #:

Dates Employed (Month/Year):

Duties:

Starting Salary: per hour Ending Salary: per hour

Reason for Leaving:

Supervisor/Manager Name:

2. Employer Name / Organizatou:

Address:

Telephone #:

Dates Employed (Month/Year):

Duties:

Starting Salary: per hour Ending Salary: per hour

Reason for Leaving:

Supervisor/Manager Name:

3. Employer Name / Organizatou:

Address:

Telephone #:

Dates Employed (Month/Year):

Duties:

Starting Salary: per hour Ending Salary: per hour

Reason for Leaving:

Supervisor/Manager Name:

23. May we contact the employers listed above (Select One)? Yes No

If no, please explain:



Application with Errors (Continued)

24. Have you ever been discharged by an employer (Select one)? Yes No
 If yes, please explain:

25. Have you signed any agreements or forms with your previous employer that limits your ability to compete, solicit customers, or use business information (Select one)? Yes No
 If yes, please copy and explain:

26. List all Periods of Unemployment

From:	To:
How did you spend this time?	
From:	To:
How did you spend this time?	
From:	To:
How did you spend this time?	

27. REFERENCES

Give the names of three people not related to you, whom you have known at least one year.

1. Name:	Relationship to you:
Telephone:	# Years Known:
2. Name:	Relationship to you:
Telephone:	# Years Known:
3. Name:	Relationship to you:
Telephone:	# Years Known:



Application with Errors (Continued)

ACKNOWLEDGMENT: PLEASE READ AND SIGN (if you agree)

By my signature below, I promise that the information provided in this employment application (and in any related documentation or interview) is true and complete, and I acknowledge that any false or misleading information or significant omission will disqualify me from further consideration for employment, and will result in my dismissal from employment, if discovered at a later date. I promise to immediately notify [COMPANY NAME] if I should be convicted or plead guilty to any crime during my period of employment if hired.

I authorize any person, school, current employer (except as previously noted), past employer, the State of Minnesota Department of Motor Vehicles, and any other organization named in this application form (or related documentation or interview) to provide [COMPANY NAME] with any information and opinion requested by [COMPANY NAME] in connection with my application, or employment if hired, and I release such persons, schools, current and past employers and organizations and agree to hold them harmless from any legal liability in responding to such requests irrespective of the circumstances or the nature or content of their responses. I understand this application does not create a contract of employment. I understand that, if hired, I will be subject to any and all current and subsequently adopted [COMPANY NAME] policies. I understand and agree, if hired, my employment is for no definite period of time, and may, regardless of the date of payment of wages or salary, be terminated at any time for any reason, with or without notice. I understand that no person is authorized to change any of the terms mentioned in this employment application or in any offer of employment I may receive, except in a written employment agreement signed by:

28. Applicants Signature:

Date:

Answers on next page

USE THE SHARE BUTTON ON THE RIGHT
TO E-MAIL YOUR ANSWERS TO YOUR
TEACHER OR CAREER COUNSELOR.

SHARE





Corrections Application with Errors

- **LINE 3:** Provide your previous name(s). Use language like “married name” or “maiden name” instead of “divorced two times.”
- **LINE 5:** The ZIP Code is incomplete, fill in all five digits.
- **LINE 6:** If your permanent address is the same as your present address, you can write “same.” If you move a lot, list a family member’s address or someone else with stable housing.
- **LINE 8:** Phone Number should include your area code.
- **LINE 9:** Social Security Number is incomplete.
- **LINE 11:** Did not provide state or driver’s license number.
- **LINE 12:** An explanation is needed if no is selected
- **LINE 13:** List specific job title or type of position.
- **LINE 14 and 15:** Indicate as many schedule options as possible, including part time.
- **LINE 16 - Wages:** Make sure the wage fits the job and your experience level. Do not list a wage that is too high. You can find salary information on CAREERwise: careerwise.minnstate.edu/jobs/jobSearch (Select the Salary Information tab)
- **LINE 17 and 18:** Be as specific as possible and answer all of the questions about when you applied for and worked for the company before. Use positive terms when explaining termination.
- **LINE 21 - Education:** Did not indicate if graduated high school.
- **LINE 22 - Employment Experience Work:** Did not provide enough detail. Also, did not use positive reason for leaving jobs. Use phrases such as “I wanted to explore other opportunities,” “I wanted a more challenging position,” or “I took time off to determine what career I really want, relating to what I do well.”
- **LINE 23:** Employer Contacts – Should allow them to contact past employers.
- **LINE 24:** Don’t use a negative term to describe reason for termination.
- **LINE 25:** Signed Agreement Forms from Previous Employers – Ask if you do not understand a question. Do not write that you don’t understand.
- **LINE 26:** For periods of unemployment give a positive response.
- **LINE 27:** References – Did not follow the directions. Also, did not complete the phone number
- **LINE 28:** Acknowledgement – Did not sign.
- **LINE 28:** Date – Did not provide a complete date.