

Application with Errors

Directions: The completed job application contains 20 mistakes. Try to find and correct all of them.

Application for Employment

XYZ Company is an equal employment opportunity employer and will not discriminate against any applicant or employee protected under federal or local laws. If you are hired by [COMPANY NAME], you will be employed on an at-will basis. As an at-will employee, you may terminate your employment at any time, for any reason, without notice. Similarly, if you are hired, [COMPANY NAME] will have the right to terminate your employment at any time, for any reason, without further notice. No [COMPANY NAME] supervisor or manager has the authority to offer or promise anything other than at-will employment.

Answer ALL Questions Completely Please Print

Name Paula Anne Stephen Date 5.5.09
First Middle Last

Have you ever been known by another name or by an alias? Yes ☒ No ☐

If yes, explain: divorced 2 times

Present Address: 123 3rd St. Mpls. MN 55
City State ZIP Code

Permanent Address: none
City State ZIP Code

Home Phone () 555-6789 Mobile () _____ Other () _____

Social Security Number: 123 45 6789

Are you currently licensed (not suspended) to drive in Minnesota or another state? Yes ☒ No ☐

If yes, provide State and license number: _____

Can you furnish proof that you are 18 years of age and eligible to work in the United States?

☒ Yes ☒ No If no, explain: _____

Position applied for: anything

Full Time ☒ Part Time ☐ Temporary ☐ Date You Can Start 6.1.09

Days ☒ Nights ☐ Weekends ☐ Desired Wages \$ 20 per hour

Have you applied for employment with [COMPANY NAME] before? Yes ☒ No ☐ When? can't remember

Have you worked for [COMPANY NAME] before? Yes ☒ No ☐ If yes, when? _____

Reason for leaving? fired

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) Goodwill Easter Seals

Have you served in the Military? Yes ☐ No ☒

If Yes: Branch _____ Rank _____ Dates of Service _____

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

Membership in National Guard or Reserves? Yes ☐ No ☐

continued on next page

Application with Errors (continued)

Please provide education information if you wish to be considered now or in the future for a supervisory or office position:

Education	Name and Location of School	Years	Graduate?	Major Areas of Study
High School	Beaumont High IL	4	Yes / No	none
College			Yes / No	
Trade			Yes / No	

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

Employer Name: Work All Day Inc Supervisor: Tom

Address: don't know

Phone #: 602-555-5156 Starting Date: 11/2/09 Ending Date: 2/2/09

Starting Wage: \$ 7.00 per hour Ending Wage: \$ 7.00 per hour

Describe the work you did: labor, moved stuff around

Reason for leaving: let go

Employer Name: Mac Burger Supervisor: no longer there

Address: St. Paul, MN

Phone #: () Starting Date: 8/14/08 Ending Date: 11/13/08

Starting Wage: \$ 6.15 per hour Ending Wage: \$ 6.15 per hour

Describe the work you did: took orders, cooked

Reason for leaving: work was too hard

Employer Name: _____ Supervisor: _____

Address: _____

Phone #: () _____ Starting Date: ____/____/____ Ending Date: ____/____/____

Starting Wage: \$ _____ per hour Ending Wage: \$ _____ per hour

Describe the work you did: _____

Reason for leaving: _____

May we contact the employers listed above? ☐ Yes ☒ No If no, please explain. they won't give me a good reference.

Have you ever been discharged by an employer? ☒ Yes ☐ No If yes, please explain. He was a jerk.

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

I don't know what you mean.

List all Periods of Unemployment

From: 6/07 To: 8/08 How did you spend this time? watching TV playing video games

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

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

continued on next page

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

INDIVIDUAL'S NAME	PHONE	OCCUPATION	YEARS ACQUAINTED
1. Joe Brown	555-123	Landlord	6 mos.
2.			
3.			

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:

Applicant's Signature _____

Date _____

Mistakes (see next page for answers):

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____

Corrections Application with Errors

1. Date – Year not written neatly.
2. Name – Should say “married name” or “maiden name” not “divorced two times.”
3. ZIP Code – Incomplete, did not write in all five digits.
4. Permanent address – If this 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.
5. Phone Number – Should include area code.
6. Social Security Number — Not written clearly.
7. Driver’s license – Did not provide state or license number.
8. Age – Scratched out information.
9. Position Applied For – Should list specific job title or type of position.
10. Available to Work – Indicate as many schedule options as possible, including part time.
11. Wages – Wage listed is too high. The wage should fit the job.
12. Worked for Company Before – Does not use positive terms to explain termination.
13. Education – Did not indicate if graduated high school.
14. Work History – 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.”
15. Employer Contacts – Should allow them to contact past employers.
16. Discharged by Employer – Used negative term to describe reason for termination.
17. Signed Agreement Forms from Previous Employers – Ask if you do not understand a question. Do not write that you don’t understand.
18. Periods of Unemployment – Did not give a positive response.
19. References – Did not follow the directions. Also, did not complete the phone number.
20. Acknowledgement – Did not sign.