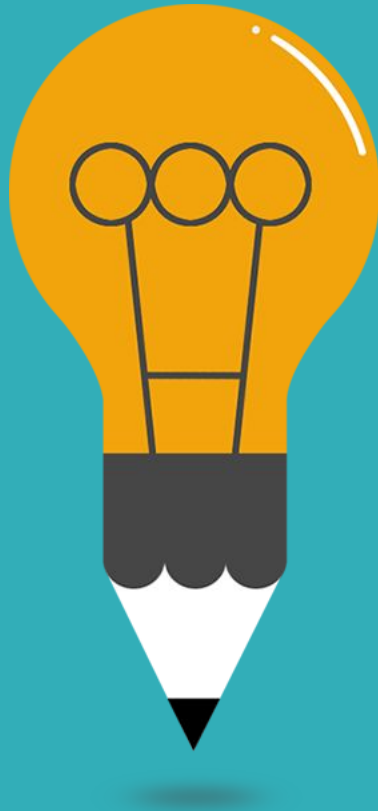
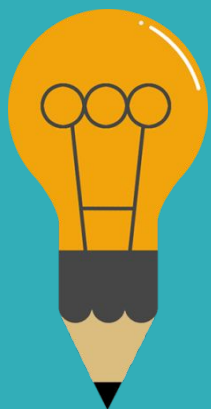


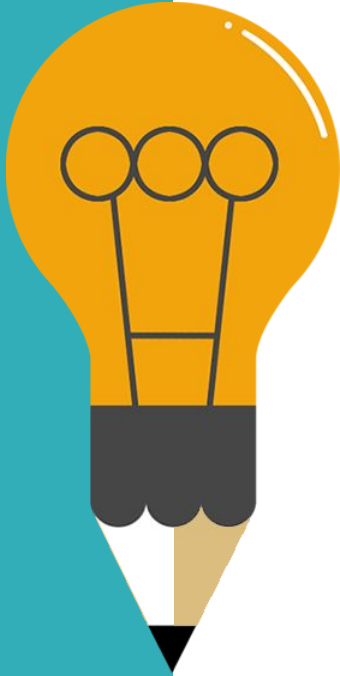


Metoyer's Make-up Session

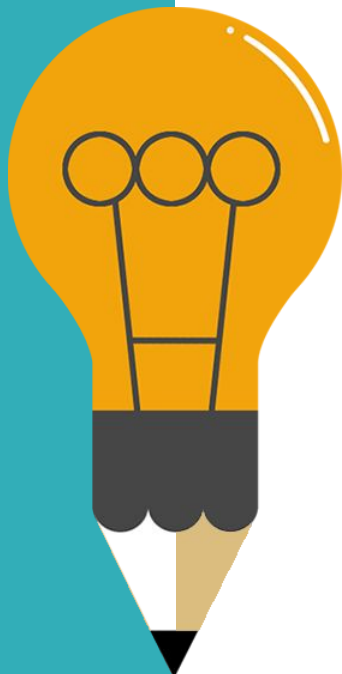
Thanks...Erin O'Hanlon, Sharon Holtzman and
www.JobApplications.com



ATTENDANCE



ATTENDANCE



01

Add Contents Title

You can simply impress your audience and add a unique zing.

02

Add Contents Title

You can simply impress your audience and add a unique zing.

03

Add Contents Title

You can simply impress your audience and add a unique zing.

04

Add Contents Title

You can simply impress your audience and add a unique zing.



How to Complete Job Applications

Universal Parts of Job Applications

■ Personal Information

□ Name, address, citizenship

ATLANTIC COUNTY GOVERNMENT
Division of Human Resources
1333 Atlantic Avenue • Atlantic City, NJ 08401-8034
www.acnj.net

ATLANTIC COUNTY GOVERNMENT
DIVISION OF HUMAN RESOURCES
- APPLICATION FOR EMPLOYMENT -

PLEASE PRINT

Position desired: _____ Other positions you feel qualified for: _____

PERSONAL DATA

Name _____
Last First Middle Suffix

Address _____
Street Number Street City State Zip

County _____ Social Security Number _____
Telephone (Area Code) _____ Message Phone (Area Code) _____

Are you either a United States citizen or a permanent resident? ☐ Yes ☐ No

Are you 18 years of age or over? ☐ Yes ☐ No

Have you ever been convicted of a crime or disorderly persons offense other than a traffic violation? ☐ Yes ☐ No

If yes, please explain on page 3. A conviction may not preclude an offer of employment.

Are you related to any County employee? ☐ Yes ☐ No

If so, please provide name and relationship: _____

Have you ever held a position with Atlantic County Government? ☐ Yes ☐ No

If yes, give dates of previous employment: _____

If the operation of a vehicle is necessary for this position, a valid N.J. driver's license is required. Do you have a valid N.J. license? ☐ Yes ☐ No

If position requires a Commercial Driver's License (CDL), please list driver's license number: _____



Our Lady's Multi-Care Center
Diocesan Health Services Corporation
Of the Diocese of Camden, Incorporated

Employment Application

The Diocesan Health Services Corporation is guided by a Christian Commitment Statement of the U.S. Conference of Catholic Bishops and the Gospel, as well as individual policies which call for equal treatment in employment, services and participation. The Diocesan Health Services Corporation complies with all laws regarding discrimination.

PLEASE PRINT CLEARLY

Last Name	First Name	Middle Initial	Social Security Number
Street Address		City	State Zip Code
Home Telephone Number		Cell Phone Number	
In case of emergency notify: (Name) _____			
Home Telephone Number: _____		Work: _____	Cell: _____

Are you legally eligible to work in the United States? Yes: _____ No: _____
(Proof of eligibility will be requested upon offer of employment.)

Are you over the age of 18 years? Yes: _____ No: _____

Can you with or without reasonable accommodation perform the essential functions of the job you seek? Yes: _____ No: _____

Have you ever applied here before? Yes: _____ No: _____ *If "Yes", When? _____
Have you ever worked here before? Yes: _____ No: _____ *If "Yes" give dates: _____ to _____

Do you have any friends or relatives employed here? Yes: _____ No: _____
*If "Yes" please list name(s) and relationship(s): _____

Universal Parts of Job Applications

Work History

Where you have worked before, what your job skills are

PREVIOUS EMPLOYMENT HISTORY
List most recent employer first. Use additional sheets if necessary.
May we make a reference check with your present employer(s)? ☐ Yes ☐ No Initials _____

(1) Employer _____ Phone _____ Street Address _____ City/State _____ Zip Code _____ Dates Employed (month) _____ Supervisor _____ Position Held _____ Duties _____ Reason for Leaving _____ Salary _____	(2) Employer _____ Phone _____ Street Address _____ City/State _____ Zip Code _____ Dates Employed (month) _____ Supervisor _____ Position Held _____ Duties _____ Reason for Leaving _____ Salary _____
(3) Employer _____ Phone _____ Street Address _____ City/State _____ Zip Code _____ Dates Employed (month) _____ Supervisor _____ Position Held _____ Duties _____ Reason for Leaving _____ Salary _____	(4) Employer _____ Phone _____ Street Address _____ City/State _____ Zip Code _____ Dates Employed (month) _____ Supervisor _____ Position Held _____ Duties _____ Reason for Leaving _____ Salary _____

Have you ever been dismissed from any of those positions? ☐ Yes ☐ No

PREVIOUS EMPLOYMENT HISTORY
List most recent employer first. Use additional sheets if necessary.
May we make a reference check with your present employer(s)? ☐ Yes ☐ No Initials _____

(1) Employer _____ Phone _____ Street Address _____ City/State _____ Zip Code _____ Dates Employed (month) _____ Supervisor _____ Position Held _____ Duties _____ Reason for Leaving _____ Salary _____	(2) Employer _____ Phone _____ Street Address _____ City/State _____ Zip Code _____ Dates Employed (month) _____ Supervisor _____ Position Held _____ Duties _____ Reason for Leaving _____ Salary _____
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Have you ever been dismissed from any of those positions? ☐ Yes ☐ No

Universal Parts of Job Applications

Education

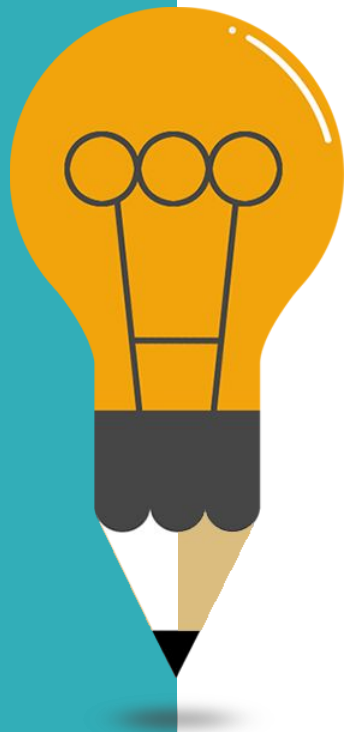
All education should be listed, including one time workshops and technical schools, even if not completed

EDUCATION				
Check Highest Grade Completed	High School/GED ☐ 9 ☐ 10 ☐ 11 ☐ 12	College ☐ 1 ☐ 2 ☐ 3 ☐ 4	Business/Trade School ☐ 1 ☐ 2 ☐ 3 ☐ 4	Other:
School	Name	Location	Major Course of Study	Degree/Diploma
High School				☐ YES ☐ NO
College				☐ YES ☐ NO
Business/Trade School				☐ YES ☐ NO

IED-1

PLEASE COMPLETE OTHER SIDE OF APPLICATION

Universal Parts of Job Applications



Criminal History Section

Are you either a United States citizen or a permanent resident? ☐ Yes ☐ No

Are you 18 years of age or over? ☐ Yes ☐ No

Have you ever been convicted of a crime or disorderly persons offense other than a traffic violation? ☐ Yes ☐ No

If yes, please explain on page 3. A conviction may not preclude an offer of employment.

Are you related to any County employee? ☐ Yes ☐ No
If so, please provide name and relationship:

Have you ever held a position with Atlantic County Government? ☐ Yes ☐ No

If yes, give dates of previous employment: _____

If the operation of a vehicle is necessary for this position, a valid N.J. driver's license is required. Do you have a valid N.J. license? ☐ Yes ☐ No

If position requires a Commercial Driver's License (CDL), please list driver's license number: _____

Universal Parts of Job Applications

Signature section

Typically includes statement and signature

Applicant's Statement - READ CAREFULLY BEFORE SIGNING - IF YOU ARE HIRED, THE FOLLOWING BECOMES PART OF YOUR OFFICIAL EMPLOYMENT RECORD AND PERSONNEL FILE.

I understand this employment application is not a promise of an offer of employment. I further understand that should I receive and accept an offer of employment, my employment does not constitute any form of contract, implied or expressed, and such employment will be terminable at will either by myself or Raymour & Flanigan upon notice of one party to the other. My continued employment would be dependent on satisfactory performance and continued need for my services as determined by Raymour & Flanigan.

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for are grounds for a refusal to offer employment or a cause for dismissal if hired.

I AGREE THAT ANY CLAIM OR LAWSUIT RELATING TO MY SERVICE WITH RAYMOUR & FLANIGAN MUST BE FILED NO MORE THAN SIX (6) MONTHS AFTER THE DATE OF THE EMPLOYMENT ACTION THAT IS THE SUBJECT OF THE CLAIM OR LAWSUIT. I WAIVE ANY STATUTE OF LIMITATIONS TO THE CONTRARY.

I WAIVE TRIAL BY JURY IN ANY LITIGATION ARISING OUT OF, OR RELATING TO, MY EMPLOYMENT WITH RAYMOUR & FLANIGAN, INCLUDING CLAIMS OF WRONGFUL OR RETALIATORY DISCIPLINE OR DISCHARGE; CLAIMS OF AGE, SEXUAL, SEXUAL ORIENTATION, RELIGIOUS, PREGNANCY OR RACIAL DISCRIMINATION; CLAIMS UNDER TITLE VII OF THE CIVIL RIGHTS ACT, TITLE IX, AMERICANS WITH DISABILITIES ACT, AGE DISCRIMINATION IN EMPLOYMENT ACT, EMPLOYEE RETIREMENT INCOME SECURITY ACT, FAIR LABOR STANDARDS ACT, AND ALL OTHER APPLICABLE NON-DISCRIMINATION, EMPLOYMENT OR WAGE AND HOUR STATUTES.

Signature of Applicant

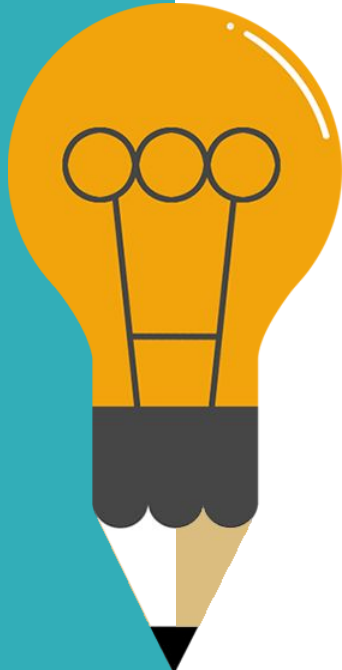
Date

Send me a private chat

Tell me 2 universal componenets of job applications



BRAIN BREAK !





I WANT STAR WARS TICKETS!

If you would like to be placed in Metoyer's Star Wars lotto, ask for Star Wars tickets in the chat.

YOU HAVE 30 SECONDS !!!!!



Additional Information Needed

Insert the title of your subtitle ere



Add Contents Title

Easy to change colors, photos and Text.

Add Contents Title

Easy to change colors, photos and Text.

Add Contents Title

Easy to change colors, photos and Text.

Add Contents Title

Easy to change colors, photos and Text.

Add Contents Title

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Add Contents Title

Easy to change colors, photos and Text.



Pre-Employment Screenings

Skills Tests

Skills tests generally assess a potential employee's abilities when it comes to on-the-job aptitude, as well as a working knowledge of programs directly related to day-to-day activities.

Such tests may also examine previous relatable skillsets and how well the employee retains knowledge applicable to the job at hand.

Behavioral Tests

A behavioral test evaluates how well a new employee will react to situational and hypothetical moments on the job.

Additionally, these assessments tend to examine socializing, teamwork, customer service (where appropriate), timeliness, and effort on the job.

Cognitive Tests

Sometimes a combination of the two, cognitive testing literally tests a person's capabilities as well as direct capacities for workable knowledge.

Cognitive testing may also judge practical skills, such as reading comprehension and basic math understanding.



Online Applications



The screenshot shows a web browser window displaying the CARING Adult Healthcare Services website. The page has a purple header with the CARING logo and a navigation bar with links for EMPLOYMENT, DONATION, MAILING LIST, and CONTACT US. The main content area is titled 'EMPLOYMENT APPLICATION' and contains a form for submitting an application. The form includes fields for 'Position Applying for', 'First Name', 'Last Name', 'M', 'Street Address', 'City', 'State' (set to New Jersey), 'Postal Code', 'Phone', 'Email', and 'Confirm Email'. Below these fields is a section for 'Employment History' with a table for listing employers, including fields for 'Employer', 'Job Title', 'Dates' (From and To), and 'Years'.

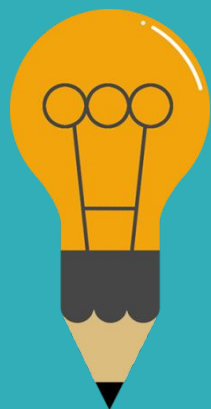
- Generally based on paper applications
- Complete all areas, leave no blanks
 - Put in N/A for not applicable





Tips for Completing Job Applications

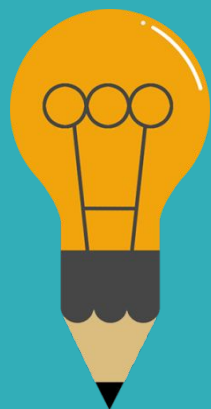
- Be honest in your answers
- Come prepared – bring ball point pens (blue or black), and your “cheat sheet”
- Be neat and legible
- Apply for a specific position, even if its not currently open
- Leave no blanks – write N/A for “not applicable”
- Use complete sentences





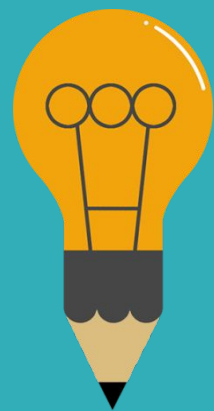
Tips for Completing Job Applications

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- Be neat and legible
- Apply for a specific position, even if its not currently open
- Leave no blanks – write N/A for “not applicable”
- Use complete sentences



How do applications get into the “no” pile?

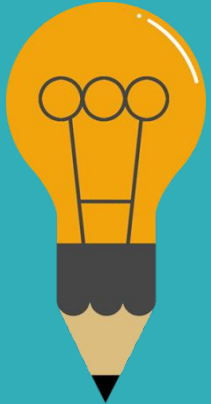
- Applicant doesn't follow instructions
- Misspelled words
- Crossed out writing or can't be read
- Wrinkled or messy application form
- Incomplete or blank information
- Use of words such as quit or fired
- Application not signed
- Salary requirements not realistic



In the chat...



Post one way to get your application into the “no” pile.

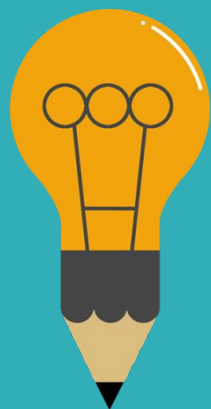




Tricky Application Areas

■ Health and Ability

- ☐ Legal vs. illegal
- ☐ Legal: "Can you lift 50 lbs. from the ground?"
- ☐ Illegal: "Do you have a disability?"
- ☐ Previous workers compensation questions are legal

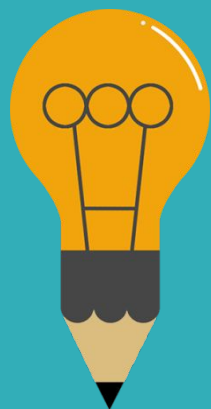




Tricky Application Areas

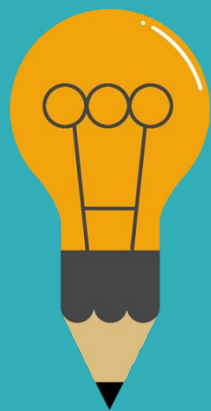
■ Work History

- ☐ List all jobs, even part time ones, so that gaps are filled
- ☐ List self employment between full time jobs, if applicable
- ☐ Volunteer positions in between full time jobs



Tricky Application Areas

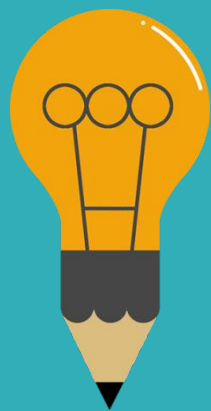
- Why did you leave your last job?
 - ☐ Plant closed or relocation
 - ☐ Moved
 - ☐ Seasonal work ended
 - ☐ Company downsized or reorganized
 - ☐ Corporate merger
 - ☐ Lack of work/lay off
- Avoid the word “fired,” if applicable, use “terminated” or “irreconcilable differences”



Tricky Application Areas

■ References

- ☐ Use no more than three references
- ☐ Best, most recent, should be first
- ☐ best references are a previous supervisor if possible, then co-worker, then friend or personal
- ☐ Ask the person's permission to use as reference
- ☐ Don't list anyone you're not completely sure will give a good reference
- ☐ Provide detailed contact information about reference



Ticket Out for Today



1. Download the Job Application worksheet from Metoyer's website.
2. Complete the job application.
3. Upload the job application to Metoyer's website.

