



My Master Application

Name: _____

Complete this Master Application and keep it with you throughout your job search process. Be sure to read all of the information provided while filling it out. It is provided to empower you with information needed to help you make decisions to land the best job for you.

REMEMBER: Make sure you never leave blanks when filling out an application. If something does not apply to you put N/A in the space so the employer knows you did not just forget to fill it in. An application with empty spaces could automatically be rejected.

Availability The American's with Disabilities Act (ADA) requires employers to offer health insurance to all employees who work, on average, a minimum of 30hrs/week. Some employers do offer more benefits like dental, vision and more, but they are only legally required to offer health insurance. You can usually research what benefits an employer offers on the employment pages of their websites. Note: Some industries will require open/flexible work schedules in order to cover multiple shifts				
What benefits are a must for you (if any):		Must have	Not needed	
Medical:				
Dental:				
Vision:				
Paid Time Off:				
Other: (describe)				
How many Hours are you needing /willing to work: (Consider benefits above)		<input type="checkbox"/> Full Time		<input type="checkbox"/> Part Time
Be honest with yourself and your prospective employer. What are you really willing to do for the long run? This will help you get a job that you are more likely to be happy with and keep.				
<input type="checkbox"/> Monday Times: _____	<input type="checkbox"/> Tuesday Times: _____	<input type="checkbox"/> Wednesday Times: _____	<input type="checkbox"/> Thursday Times: _____	<input type="checkbox"/> Friday Times: _____
<input type="checkbox"/> No Preference available any time	<input type="checkbox"/> Saturday Times: _____	<input type="checkbox"/> Sundays Times: _____	<input type="checkbox"/> Holidays ceptions: _____	<input type="checkbox"/> Nights/Evenings
Desired Wage: \$ _____		Lowest Wage I can accept: \$ _____		



Education

Give yourself credit for everything you've done no matter how big or small you might think it is. Gather everything for your records. You may pick and choose which to include on an application / resume depending on relevance for the specific job you are applying to.

High School (name):			Address:		
# of years attended:	Did you graduate:	Diploma or GED:			
College or University (name):			Address:		
# of years attended: ____	Did you graduate:	Degree:			
College or University			Address:		
# of years attended:	Did you graduate:	Degree:			
College or University (name):			Address:		
# of years attended: ____	Did you graduate:	Degree:			
Other Certificate or Vocational Program			Address:		
Name of Insitution:					
Name of Program:					
Length of Program:	Completed: ____ Yes ____ No	Certificate Obtained: ____ Yes ____ No Bring a copy to your interviews			
Other Certificate or Vocational Program			Address:		
Name of Insitution:					
Name of Program:					
Length of Program:	Completed: ____ Yes ____ No	Certificate Obtained: ____ Yes ____ No Bring a copy to your interviews			

List any other Training you have received (Describe)

Do you have certificates of attendance or a previous employer that can verify your attendance? Bring copies to your interview where possible. If not, have a list prepared that you can reference and talk about in your interviews.



Work Experience

Go back 10 years; you will be able to use this information on your resumes as well.

Remember you may not use all work experiences on every resume you submit. You may pick and choose jobs to include on a resume depending on relevance for the specific job you are applying to. Taking your time to be thorough now can save you a lot of time later, make you more likely to adjust your resume to each job you apply to, and make a huge difference in the quality of the resumes and applications you submit greatly increasing your chances of landing the job you really want.

Note: -When filling out an application NEVER say “see resume” instead of filling out this section even if you are repeating yourself. Employers are already assessing your work habits. This is not just a listing of your skills. It is an example of your work and abilities. Do you generally double check your work for accuracy and finish tasks completely or do you typically leave work incomplete and riddled with mistakes? That is all going to be evident in the way you complete your application. This is your first sample of the kind of employee you will be.

Ask your Career Development Specialist for Additional Pages if you need them.

Name of Company:		Start Date:	End Date:
Address:		Company Phone:	
Supervisors full name and Title:			
Okay to contact Supervisor Yes No (Have you asked them if it is okay to use them as a reference?)		Phone (if applicable):	
Your Job Title(s):			
		Starting Wage:	Ending Wage:



Your Responsibilities: Include the duties for each Job title/role you held with this employer. Indicate if the changing roles were as a result of a promotion. (Write this out as you might list your duties on a resume) .

Work Experience Continued:

Name of Company:		Start Date:	End Date:
Address:		Company Phone:	
Supervisors full name and Title:			
Okay to contact Supervisor Yes No (Have you asked them if it is okay to use them as a reference?)		Phone (if applicable):	
Your Job Title(s):	Starting Wage:		Ending Wage:



Your Responsibilities: Include the duties for each Job title/role you held with this employer. Indicate if the changing roles were as a result of a promotion. (Write this out as you might list your duties on a resume) .

Work Experience Continued:

Name of Company:		Start Date:	End Date:
Address:		Company Phone:	
Supervisors full name and Title:			
Okay to contact Supervisor Yes No (Have you asked them if it is okay to use them as a reference?)		Phone (if applicable):	
Your Job Title(s):	Starting Wage:		Ending Wage:



Your Responsibilities: Include the duties for each Job title/role you held with this employer. Indicate if the changing roles were as a result of a promotion. (Write this out as you might list your duties on a resume) .

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Name of Company:		Start Date:	End Date:
Address:		Company Phone:	
Supervisors full name and Title:			
Okay to contact Supervisor Yes No (Have you asked them if it is okay to use them as a reference?)		Phone (if applicable):	
Your Job Title(s):	Starting Wage:		Ending Wage:



Your Responsibilities: Include the duties for each Job title/role you held with this employer. Indicate if the changing roles were as a result of a promotion. (Write this out as you might list your duties on a resume) .

Work Experience Continued:

Name of Company:		Start Date:	End Date:
Address:		Company Phone:	
Supervisors full name and Title:			
Okay to contact Supervisor Yes No (Have you asked them if it is okay to use them as a reference?)		Phone (if applicable):	
Your Job Title(s):	Starting Wage:		Ending Wage:



Your Responsibilities: Include the duties for each Job title/role you held with this employer. Indicate if the changing roles were as a result of a promotion. (Write this out as you might list your duties on a resume) .

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Address:		Company Phone:	
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Okay to contact Supervisor Yes No (Have you asked them if it is okay to use them as a reference?)		Phone (if applicable):	
Your Job Title(s):	Starting Wage:		Ending Wage:



Your Responsibilities: Include the duties for each Job title/role you held with this employer. Indicate if the changing roles were as a result of a promotion. (Write this out as you might list your duties on a resume) .



References

Most Employers will ask for three professional references. These are typically people who have worked with you in the past; previous supervisors are the best. If you are going for a supervisory position, you could offer someone who has worked for you, but I would only make that one of your three.

If you are new to the workforce, or it's been a while since you have worked, you can use a pastor, or someone you have done volunteer work with or for, or someone from your children's school (PTA) etc...

If you are open to employment in more than one line of work and have good references from both/all lines of work, jot down all of those references to have ready depending on the type of application you are filling out.

Call the people you are thinking about using as a reference in advance so they can be better prepared for those calls. Be sure to ask if they will provide you with a good reference. Make sure you have their current contact information and let them know what kinds of jobs you are applying for so they can be better prepared for those calls.

- **A professional reference is never a close personal friend or family member.**
- **Goodwill does not provide references to our customers from the Job Connection Center.**

Full Name <small>(Include Profession title if applicable)</small>	Relationship
Company/Organization you know them through	Phone:
	Email:
Address:	
Full Name <small>(Include Profession title if applicable)</small>	Relationship
Company/Organization you know them through	Phone:
	Email:
Address:	
Full Name <small>(Include Profession title if applicable)</small>	Relationship
Company/Organization you know them through	Phone:
	Email:
Address:	
Full Name <small>(Include Profession title if applicable)</small>	Relationship
Company/Organization you know them through	Phone:
	Email:
Address:	
Full Name <small>(Include Profession title if applicable)</small>	Relationship



Company/Organization you know them through	Phone:
	Email:
Address:	

Military Service		
<p>Some Employers are committed to hiring veterans. This does not mean that a veteran will get preferential treatment over a more qualified candidate. It does mean that the employer has made a commitment to choose a person with a history of military service if they are faced with a choice between two equally qualified candidates.</p> <p style="text-align: center;">So, if you have any history of military service, be sure to add it to your resume!</p>		
Branch	From:	To:
Rank of Discharge:	Type of Discharge:	
If other than honorable, explain:		

Criminal Background		
<p>While many Employers, including the State of AZ, are committed to “ban the box” many employers do still ask about criminal back ground during the employment process. While you never want to lead with this, you do want to be prepared to explain when/if the question comes up. Your Career Development Specialist will work closely with you on how to approach this with employers if needed.</p>		
Have you ever been convicted of a felony:	Yes:	No:
<p>Please explain: <u>List EVERYTHING</u> – Employers have been known not to hire someone because they only disclosed their main conviction and failed to disclose <i>everything</i> that came up on their background check. If you do not know exactly what will show up when employers run a background check, take the time to find out. There are services available to help you with this; or you always have the right to ask for a copy. Many employers are more worried about what they percieve to be dishonesty than the crimes themselves.</p>		



Work Opportunity Tax Credit (WOTC)

The **Work Opportunity Tax Credit (WOTC)** is a Federal **tax credit** available to employers for hiring individuals from certain target groups who have consistently faced significant barriers to employment. Completing this information on an application can enhance an employers' benefit in hiring you. The information is not shared with the interviewing personnel but can be considered in the hiring process. It also may indicate that you are eligible for the Earned Income Tax Credit for your Federal Income Tax filing. Any new first time hire could qualify (rehires do not). Categories that new hires qualify in are:

- [Unemployed Veterans \(including disabled veterans\)](#)
- [Temporary Assistance for Needy Families \(TANF\) Recipients](#)
- [Food Stamp \(SNAP\) Recipients](#)
- [Designated Community Residents \(living in Empowerment Zones or Rural Renewal Counties\)](#)
- [Vocational Rehabilitation Referred Individuals](#)
- [Ex-Felons](#)
- [Supplemental Security Income Recipients](#)
- [Summer Youth Employees \(living in Empowerment Zones\)](#) [Qualified Long-Term Unemployment Recipient](#)

List any categories that apply to you:

Category	Documentation



A large, empty rectangular box with a thin black border, intended for a drawing or illustration.