

THE APPLICANT

What the employer looks at:

1. The Application- all employers have an application form of some type.
 - a. handwriting- is it legible (can we read it)
 - b. experience and qualifications for position
 - c. job history- yes we look at this closely = job hopping, short employment times etc.. (the hire process and training costs money- we don't want to waste it on someone that doesn't stick- for whatever reason)
 - d. reason for leaving prior employment
 - e. self-marketing- some people are very creative or smart (attach nice resume, attach prior awards of service)
 - f. dates- are they accurate (we do employment verification)
 - g. criminal history- be honest!! Some may impact your chances, but not always- it's the dishonesty that will cost you most.
 - h. following up on your application submission- but don't be a pest.

2. The Interview- should you be given an interview, here are some tips because we also make note of the following:
 - a. appearance- grooming, dress, be clean and well groomed, no excessive make-up or perfume, shaved. dress conservatively and for some professionally- no torn clothes or shorts, skimpy tops or shirts with profanity or crude sayings. long hair- man or woman keep it groomed, restrained. tattoos- for some places they must be coverable. body piercings- again most places have dress codes that will require they be non-visible or removed on duty.
 - b. arrive on time.
 - c. introduce yourself and offer your hand- manners count.
 - d. body language and eye contact.
 - e. answering questions during the interview: take your time, ask for clarification if you do not understand, speak clearly.
 - f. what questions do you have? Applicant questions often signal a sincere interest in the position. Pay scale, benefits, work hours, orientation/ training etc..

3. The Work Force Employment Regulations that may Impact You:
 - a. I-9's- ALL EMPLOYERS must have the new hire complete an I-9. So you will need proof of who you are, and legal in this country, Drivers License, Social Security Card- better be the right name, birth certificate (official), passport, green card, work visa. You must have two forms and new IRS rules say we need a copy of your current Social Security card for payroll purposes.
 - b. employment verifications and background check- almost all employers are doing basis employment verifications and many are doing background checks of some types- many employers involved with public service do extensive researches.
 - c. drug and alcohol screening- almost all employers are doing this testing- on hire, random, for cause.
 - d. health screening- becoming more common especially TB testing.