

Job Applications

Develop a standard application form to make it easy to compare the experience and skills of applicants. Limit the form to job-related information that will help you decide who's the best person for the job.

Questions like these are fairly standard:

- What is your name, address, and phone number?
- Are you legally entitled to work in the United States?
- What position are you applying for?
- What other positions would you like to be considered for?
- If you are hired, when can you start work?
- What is your educational background—high school, college, graduate school, and other (including school names, addresses, number of years attended, degree, and major)?
- Describe your employment history—including name, address, and phone number of each employer, supervisor's name, date of employment, job title and responsibilities, and reason for leaving.
- Do you have any special training or achievements that are relevant to this position?

In designing a job application, keep two legal principles in mind:

- It's unlawful for you to seek certain information.
- You can use the application to explain employment terms and get the applicant's permission to gather background information.