

# Self-Inventory Sheet - Frequently Asked Questions

## Q: Why should I fill this out?

A: Many employers are seeking the same information about applicants: they want to know where you live, when you can work, what kind of work you've done in the past. In addition, this information is sometimes difficult to memorize (like your boss' last name and phone number), so this sheet can be useful in recording important information about your employment history. Use this sheet as a reference sheet when filling out job applications. Keep it in your folder.

## Q: What if I have no work experience?

A: Everyone has to start somewhere. Everyone has also had his or her very first job, so this is not an unusual experience. Maybe this truly is your first job. But think hard. Perhaps you have mowed your neighbor's lawn, helped an aunt with some carpentry, did some babysitting, or worked in your dad's office doing some typing and filing. These are all examples of job experiences. They have provided you with valuable skills, which you may not have, had you not done these sorts of jobs.

## Q: What if I quit school?

A: Perhaps school wasn't working for you. Maybe you needed to leave school to support family, or maybe you chose to get your GED and move on to college. Employers still want to know what your highest level of education is. And yes, they will make assumptions (right or wrong) about you based on this information. It's your job to present the best in you. You'll need to work hard at expressing your strengths, your skills, and abilities.

## Q: What if I quit my last job?

A: It's wise to not write that you quit a job. Ask yourself *why* you quit the job, was it a schedule conflict (which could be with another job, with family obligations, with education), a change in long-term goals, or no availability of promotion. You might have really disliked a co-worker or thought your boss was a jerk, but making those thoughts known by prospective employers makes it look like you have a hard time getting along with others, not a desired quality. Be creative in writing *why* you left a job by doing two things: 1) not making yourself look bad, and 2) not making the company/supervisor look bad.

## Q: Why do I have to sign applications?

A: Often, applications end with some long paragraph, followed by a space for your signature.

Rules: 1) Know what you are signing, ask questions if you need to, and 2) be honest. Your signature makes it a legal document. Often they say something like this:

I hereby affirm that the information given by me on this application for employment is complete and accurate. I understand that any falsification will be immediate grounds for dismissal. I authorize a thorough investigation to be made in connection with this application concerning my character general reputation, personal characteristics, employment, educational background, and criminal record, whichever may be applicable. I understand that this investigation may include personal interviews with third parties such as family members, business associates, financial sources, friends, neighbors, and others with whom I am acquainted.

It is my understanding that as a prerequisite to consideration for employment, I must agree to submit to any post-employment examinations, physical or other, as the company may lawfully require. The company will pay the reasonable cost of any such examination, which may be required.

I understand and agree that any falsification or omission either on this form or in my response to questions asked during any interview or other examination process is grounds for immediate termination of my employment no matter when the falsification or omission is discovered.

If I am hired, I agree that my employment and compensation can be terminated with or without cause and without notice at any time, at the option of this company or myself. I understand that no representative of this company other than a Vice President has the authority to enter into any agreement for any specified period of time or to make any agreement contrary to the foregoing. I further understand that I have the right to make a written request within a reasonable period of time for a complete and accurate disclosure of the nature and scope of the investigation.

I have read and affirm as my own the above statements.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### **Applicants in the State of Massachusetts Only**

It is unlawful in Massachusetts to require or administer a lied detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.

Signature \_\_\_\_\_ Date \_\_\_\_\_

# Self-Inventory Sheet

Use this as a master for filling out Employment Applications

Name		SSN# _____-_____-_____	
Street Address		Are you over 18 years of age? Yes No	
Town, State Zip		Do you have a current drivers license? Yes No	In what state(s)? _____
Phone	Cell or alternate phone	If hired, can you provide proof of age? Yes No	
Emergency contact name, relationship, phone number		If hired, can you provide proof that you are legally entitled to work in the U.S.? _____	

## Education (List most recent school first, followed by previous school. Include any military training).

School Name	Address, Town, State	Last grade completed	Graduated /year	Degree, GED, Diploma or Certificate

## Hours of Availability (many employers will ask about when you are available, knowing this ahead of time will make things move quicker.)

Full-time    
  Part-time (evenings)    
  Part-time (days)    
  Any

Availability: (Write in times under the days available. Write "N/A" if not available on a day.)

Mon	Tues	Wed	Thurs	Fri	Sat	Sun
___ to ___	___ to ___	___ to ___	___ to ___	___ to ___	___ to ___	___ to ___

Are you interested in  1st shift (day)    
 2nd shift (evening)    
 3<sup>rd</sup> shift (nights)    
 Any

Are you willing to work overtime?  Yes      No

**Employment History** (List all employment and volunteer opportunities, which can be verified. List most recent job first, followed by the previous job. If you are still at the present job, write *present*.)

EXAMPLE:

Company Name, Address, Phone	Immediate Supervisor's Full Name	Dates of employment: month/year	Position(s) held/ tasks done	Reason for leaving
1) John's Convenience store 133 Main Ave Greenburgh, MA 01301	Jason Jones	From: 10/2002 To: 03-/2003	Cashier, Stock, pricing	Schedule conflict

Company Name, Address, Phone	Immediate Supervisor's Full Name	Dates of employment: month/year	Position(s) held/ tasks done	Reason for leaving
1)		From:  To:		
2)		From:  To:		
3)		From:  To:		
4)		From:  To:		
5)		From:  To:		

And most applications will ask if you've been convicted of a felony. **NOTE:** It *is* legal to ask if you have been *convicted* of a felony. This is not asking if you've been arrested for minor crimes (misdemeanors). It's asking if you've been *convicted* of a major crime. Arrests and convictions while you were a juvenile are kept confidential and do not have to be mentioned.

Have you ever been convicted of a felony?  Yes  No