DOCUMENT RESUME

ED 337 984 EC 300 726

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TITLE Job Application Training.

INSTITUTION Arkansas Univ., Fayetteville. Research and Training

Center in Vocational Rehabilitation.

National Inst. on Disability and Rehabilitation SPONS AGENCY

Research (ED/OSERS), Washington, DC.

PUB DATE 89

CONTRACT G0083C0010

141p.; For a related document, see ED 313 875. Sample NOTE

application forms include handwriting.

AVAILABLE FROM Publications Department, Arkansas Research & Training

Center in Vocational Rehabilitation, P.O. Box 1358,

Hot Springs, AR 71902 (\$8.50, #51-1494).

PUB TYPE Guides - Classroom Use - Teaching Guides (For

> Teacher) (052) -- Guides - Classroom !se -Instructional Materials (For Learner) (051)

EDRS PRICE MF01/PC06 Plus Postage.

DESCRIPTORS Adolescents; Adults; *Disabilities; Employment

Potential; Intervention; *Job Application; Records

(Forms); *Training; Vocational Evaluation

ABSTRACT

This job application training package was developed as part of a comprehensive employability assessment and intervention program. The package is designed to train participants who have significant deficits in completing job applications but have basic reading and writing skills. The training package prepares participants to make a favorable impression with their job application form. Primary areas addressed in the training are: (1) understanding the employer's point of view; (2) using information to create a positive response; (3) delivery considerations such as neatness, spelling, and completeness; and (4) special considerations relative to disability presentation. The package contains sections on basic personal information, education/training/skills, employment history, physical record, and references. Participants assess their related strengths and deficits, plan activities that will improve their job application performance, and prepare a personal data sheet. Participants are involved in the scoring of others' application forms and have numerous opportunities to upgrade their job application presentations. The small group training is based on a fantasy game and is felt to be entertaining for participants. An appendix contains sample forms and examples of completed forms. (JDD)

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Published By

Arkansas Research & Training Center in Vocational Rehabilitation

Design & Production

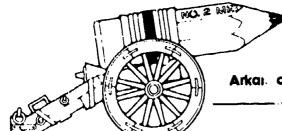
Media and Publications Section



Job Application Training

Bob L. Means

1989



Arkai. as Research & Training Center in Vocational Rehabilitation

University of Arkansas at Fayetteville Arkansas Rehabilitation Services



The contents of this publication were developed under a research and training center grant (G0083C0040) from the National Institute on Disability and Rehabilitation Research. Office of Special Education and Rehabilitative Services Department of Education. Washington, D.C. 20202. However, these contents do not necessarily represent the policy of that agency, and you should rest assume endorsement by the Federal Government.

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Foreword

This job application training package was developed as a part of a comprehensive employability assessment and intervention program developed by the Arkansas Research and Training Center in Vocational Rehabilitation (ARTC-VR) and funded by the National Institute on Disability and Rehabilitation Research. It is recommended that this intervention be used in conjunction with other components of the comprehensive employability program. It is especially important that this training be provided on the basis of accurate assessment data. The package entitled "Assessment of Job Application and Employment Interview Skills for Job Seekers with Disabilities: Assessor's Manual" (Hinman, Means, Parkerson, & Odendahl, 1988) as developed for that purpose and is the companion assessment procedure for this package. It would be easy to use in conjunction with this package and it is recommended. Additional information on this package and all other products of the ARTC-VR can be requested from the Director of Training, P. O. Box 1358, Hot Springs, Arkansas 71902.



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Personal Data Worksheet
Application for Employment
Evaluation of Program
Evaluation of Instructor
Handout Series



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Acknowledgment

The author gratefully acknowledges the many and varied contributions of Janice Davis, who ably put this package together with a word processor and more importantly played a major role in filling in the gaps during the production of the package. She attended the early developmental programs, provided helpful critique and input, completed and scored a multitude of example job application forms used in this program, and generally did what was needed to be done to complete this program—my many thanks for helping above and beyond. Sincere appreciation is also expressed to Sandy Parkerson, Ruth Gullett, Fred McLain and the many students of the Hot Springs Rehabilitation Cente, who participated in this program as it was being developed and influenced its direction.

Bob L. Means



Introduction for the Trainer

Purpose of Training

The Job Application Training (JAT) package prepares participants to make a favorable impression with their job application form (JAF). Primary areas addressed in the training are 1) understanding the employer's point of view, 2) using information to create a positive response, 3) delivery considerations (i.e., neatness, spelling, completeness, etc.) and 4) special consideration relative to disability presentation. Participants are involved in the scoring of others' application forms and have numerous opportunities to upgrade their JAF presentations. As a part of the program, participants assess their related strengths and deficits, plan activities which will improve their job application performance and prepare a personal data sheet. The small group training is based on a fantasy game and tends to be entertaining for participants.

Although this training program is designed to increase participants' job application performance, it should be noted that in some respects this program only creates awareness of skill deficits and, hopefully, leads participants to set goals for skill development. Many of the skills related to successfully completing the JAF are beyond the scope of this training program. Consider the person who does not write neatly and/or legibly. If the person has the capability of writing neatly and legibly, the program should serve to create the awareness of the advantages of doing so. But, if the person is incapable of writing neatly and/or legibly, it may take significant effort to remediate Similar examples could be given in the areas of literacy these deficits. completion time, following directions and writing within space provided. Consequently, you as the instructor must consider the reasonableness of the instructional objectives relative to preparing the person to successfully complete the JAF. Completing a JAF without flaw is only one step toward securing employment. Even with the investment of significant resources some people would never be able to make a good impression with their JAF. Therefore, consider more reasonable alternatives when it does not appear feasible to train the person to successfully complete the JAF.

Preparing to Serve as Trainer

The trainer's instructions and notes contained in this manual Aco relatively specific. Most professionals experienced in small group instactional programs will have little difficulty in successfully conducting the program after studying this manual. Although not necessary, it is helpful to trend a training program designed to prepare trainers in the use of this program. Programs to prepare practitioners to present this program and mailable through the Arkansas Research and Training Center in Vocational dehabilitation. To receive program information, write the Director of Training, P. O. Box 1358, Hot Springs, Arkansas 71902.

Class Size

An ideal class size for most trainers contains nine to thicteen participants. Fewer than six and more than fifteen would usually detroit from program success.

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Program Length

The length of the program will vary in response to a number of factors, especially the size of the group as some of the reports are individual. With nine participants, program time is six and one-half to seven hours. A group of 15 participants should be able to complete the program activities in eight hours if a brisk program pace is maintained.

Triads

Many of the program activities are carried out in triads. You should attempt to compose the triads to allow for equal skill in conducting and reporting triad activities. The early part of the program (prior to the composition of the triads) usually provides sufficient assessment opportunities so that you can select the participants with the better verbal and reading skills to ensure that every triad has a helper in these respects. If formal assessment data is available to you, IQ and literacy levels can be used in selecting triads. Coeducational groups are also preferable.

Selection of Participants

Persons participating in this training should be those with significant deficits in completing the JAF. If students have demonstrated general competence in JAF skills with only a specific mistake or two, it would (in most instances) be more economical to simply instruct the student in a brief one-onone session. The second major consideration in the selection of trainees is literacy level. To successfully complete a JAF, it is necessary to have basic reading and writing skills. Although the program may improve specific reading and writing skills related to JAF performance via practice effect and the learning of terminology typically associated with JAFs, the program does not teach participants to read and write. Although a strict cut-off point cannot be given with confidence, practitioners who have utilized this package question the potential of students with less than a sixth-grade reading level to successfully complete a JAF. But, many students below this tested level with good learning potential have learned to produce good JAFs. The person selecting program participants should be sensitive to this selection consideration.

Classroom and Physical Arrangements

The program should be conducted in a room which will accommodate the group comfortably. The room should be located where the group will not be disturbed. Chairs and some type of writing surfaces are necessary (lap boards or books will suffice). Be sure the chairs can be easily moved so the group can divide into triads when necessary. All the materials in the following list should be available prior to the start of the program.



Training Materials

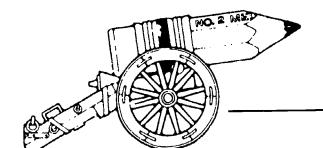
- * Name tags
- * Clock or stopwatch
- * Supply of pencils with eraser
- * Paper
- * Large flip chart and markers
- * Tape
- * One set of the handouts series contained in the Appendix of this manual for one third the number of participants in the program (i.e., participants will work with the handouts in triads).
- * Two copies of the Personal Data Sheet for each participant
- * Blank JAFs (2 per participant)
- * Checks in the amount of \$10 million made out to each participant
- * JAT trainer's manual
- * Program and instructor evaluation forms

Manual Format

In the following section the guidelines for conducting the program will be found on the left page. On the right page, notes relative to program activities are presented. Key words of the guidelines are in bold type to lessen the need for reading.



3



Part One

Program Introduction



Guidelines.....Guidelines.....Guidelines.....Guidelines.....Guidelines.....Guidelines

Brief Introduction

- 1. Briefly introduce yourself (name, work role).
- 2. Introduce the purpose of the JAT program. Make the following points:
 - a. Almost all employers use JAFs or some sort of screening process.
 - b. First impressions are made through JAFS; they can determine whether or not you will be interviewed.
 - c. Preparing needed information ahead of time speeds the process of filling out the JAF and reflects positive traits (e.g., organization, efficiency, promptness, eagerness).

Activity: Warm-up

- * Make the following points:
 - 1. As we will be working together, it will be helpful to get to **know** each other a little better.
 - 2. To help us get to know each other, we will all give a description of our "ideal job" and/or our "ideal spouse" (wife or husband).
- * Give participants three minutes to plan this report. Instructor models by addressing both job and spouse.
- * Each participant reports.

Introducing the Game

- 1. Rather than just lecturing about job seeking skills state that you would like to play a game. Explain that the intent is to apply the training lessons to a "pretend" situation.
- 2. To stimulate the group's interest, state that each participant will receive a \$10 million check for attending this class.
- 3. Continue by suggesting that if everyone plays the game well, the checks may be presented at the end of the program.

Activity: Plan for Spending the Money _

- * Divide the class into the predetermined triads.
- * Allow 10 minutes for triads to discuss and plan what they intend to do with their fortunes.
- * Model by expressing what you would do with your wealth.
- * Ask each participant to report their plans to the group.



Brief Introduction

- 1. As the participants enter the training area give each a name tag and provide a dark magic marker for writing. Have your name tag on. Try to stay with first names.
- 2. The brief introduction should last no more than one minute. Don't condition the group to passively listen.

Activity: Warm-up

- * Make your report interesting and provide some detail. If you are too brief and superficial, the participants will do the same.
- * This is your first, and an important, opportunity to set a positive group atmosphere. Facilitate the group to be lively and reinforcing. After each participant finishes his/her report applaud and prompt group to applaud.
- * If a participant is too brief, ask a few questions to help the person express her/himself.
 - As the group reports, evaluate the intellectual level and verbal skills of group members so you can place them in triads which are comparable.

Introducing the Game

- 1. Keep the program lively -- be as entertaining as you can.
- 2. Pitch to the group level of intellect.

Activity: Plan for Spending the Money

- * Divide the group into triads according to your previous assessment. You may simply say "You, you and you are exhaulted Group I, please form here," or count off or whatever method will get them sorted out into comparable groups.
- * If you don't have equal groups of three, use some groups of four rather than two. Again, if you have participants who are uncomfortable with speaking in front of the group and/or are too brief, ask a few pertinent questions.
- * Do a good job of modeling.



Activity: Specify Characteristics of Helper

- * Explain that there is a **string attached** concerning their receipt of the money.
- * Each person must hire a personal attendant to assist them in their affairs and generally serve as their helping hand. Propose that this assistant could also be a companion as well as a helper.
- * Instruct the students to develop, within their triads, a list of general personal characteristics that they would hope to find in their helper.
- * Emphasize that at this point they should only be concerned with personal characteristics (e.g., honest, pleasant behavior), and to ignore specific occupational skills.
- * Hand out paper and instruct them to make the list.
- * Allow eight minutes for the triads to list as many characteristics as possible.
- * Unobtrusively observe and consult with the triads to ensure that they clearly understand and are producing general personal characteristics.
- * In rotation ask the triads to **report** one characteristic at a time while you **list** on a flip chart.



Activity: Specify Characteristics of Helper___

- * Be sure that participants understand you want a list of general personal characteristics and not specific occupational skills like "flying an airplane." If they give any specific occupational skills during the report, correct and explain again.
- * As the triads report, be very reinforcing by saying "There's a good one!" or some similar comment.
- * Have the group applaud at least a few times throughout the reports.
- * An amount of time is specified for each triad activity, but you may adjust the time as needed. The major considerations are not to let participants become bored and to keep the program moving.

Instructor's Aid

Some general personal characteristics most employers look for, and that you would expect the triads to identify, are listed below. To the right of each characteristic is a question you could ask to prompt its identification should the participants fail to identify the trait. It is not necessary that they identify each characteristic on this list as long as they identify eight or more acceptable characteristics. Write on the flip chart the responses that the group generally agrees on as needed characteristics. If the triads come up with any illegal/discriminatory factors such as race, religion, national origin, etc., allow it at this point. Display the chart where the group can refer to it throughout the training.

Characteristic

Prompt

- 1. Honest/ Would you want someone who would steal from you?
 bondable/
 trustworthy Will you be sharing information with this person that you would like to keep confidential?
- 2. Clean/well Would you want to hire someone who had an offensive odor and/or who seemed unconcerned with his/her outward appearance?

How would you expect your assistant to dress?

- 3. Intelligent Would you need an employee who could not follow basic instructions or make commonsense judgments?
- 4. Read/write/ Would you want to hire someone whom you could instruct by a spell note and/or who could sort through your mail for you?

What level of education would this job require?



Would you want to hire someone who had not worked before 5. Work experior could not give an employment reference of any kind? ence Considerate/ Since the attendent will be handling a lot of your affairs, what kind of personality would he/she need to have? nice/ respectful Would you want a grouchy, negative person for this position? Would you want to hire someone who talked a lot about 7. Good general health illnesses or suggested that they expected to have a lot of health problems? 8. Positive Would you want a helper who grumbled and complained every time you assigned a task? attitude/ good personality Would you want to hire someone who would be late for work 9. Dependable or that you could not depend on to be there at all? Since you'll probably be traveling a lot, wouldn't you 10. Organized need a hand in arranging hotel reservations, airline tickets, etc., so you wouldn't have to worry about these things? Wouldn't you want someone who did tidy work and kept your affairs in order? Would you want someone who felt obligated to do a good job 11. Loyalty/ and felt a duty to you and the job? devotion



Guidelines.....Guidelines.....Guidelines.....Guidelines.....Guidelines.....Guidelines

Summary

Now we know what general type of person we are wanting to hire. Summarize from the list that the group produced. Example: The "type" of person we are looking for is clean, gets along well with others, wants to work, has common sense, and is dependable.

Activity: Deciding to use a Job Application Form

- * Inform the group that once they advertise for a personal attendant they can **expect 1,000 people to apply** because several local factories have just closed.
- * The task is to find the best person for the job without inverviewing 1,000 people.
- * Explain that they would not want to spend time interviewing all applicants, because it would interfere with their plans to travel to different countries to taste local foods.
- * Ask the triads to discuss among themselves and prepare to report how they could save time in this process. Allow two minutes for their deliberation.
- * Have triads report.

Mini-Lecture: Job Application Form

- 1. Make the following points:
 - a. Most businesses of any size use some sort of JAF.
 - b. It is a time-saving technique.
 - c. Most JAFs include five major areas. As we will be developing questions for our JAF, to save time we will organize some of our questions into these areas:

Basic Personal Information
Education/Training/Skills
Employment History
Physical Record
References

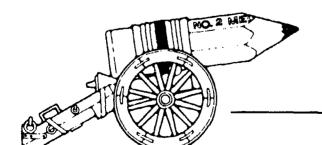
2. Prepare five large flip chart sheets with heading of the above areas and display them in view of the group.



Activity: Deciding to use the Job Application Form_

- * As the triads are discussing, it is a good idea to check the triads' progress to ensure that they are arriving at the right conclusions. If not, give a few hints.
- * Hopefully, each group will arrive at the decision to use a JAF. If not, help the group to come to this decision as it is critical to the program process.
- * Usually the first triad will identify the JAF as the preferred screening tool. If so, simply ask the other triads if they agree.





Part Two

Basic Personal Information



Guidelines.....Guidelines.....Guidelines.....Guidelines.....Guidelines

Activity: Develop Basic Personal Information Questions

- * Instruct each triad to develop a list of questions that they would want to ask for the Basic Personal Information categories of the JAF and be prepared to give the reason for asking each question.
- * Remind triads that they are not looking for education, work history or information that would fit better in the other categories.
- * Emphasize that it is basic personal or identifying information and give the example, "name."
- * Allow 10 minutes for this activity.

Report - Basic Personal Information

- * Request the input from the participants for the Personal Information category. Ask for one question from each triad and rotate.
- * As the triads provide their input, list on the flip chart.
- * For each question you list, have the triad state the reason they would ask the question.



Activity: Develop Basic Personal Information Questions

Visit with triads during the activity and support as needed.

Report - Basic Personal Information

Throughout this activity, you will attempt to achieve three objectives. They are:

1. Get appropriate questions on the list.

Note: If participants do not include an important question that should be on the form, prompt them to arrive at the question.

Example: In the instance that they do not request a permanent address, ask, "Let's say we have applications from some good people that we might be interested in for some other types of work in the future. We know where these people live right now, but we also know they are seeking employment and may move. What could we include on the form to make it easier to find these people in the future?"

2. Explain why the question/information is on JAF.

Note: As the group members give their reasons for asking the questions, reinforce their efforts and reiterate and expand their reasons as necessary to make clear the rationale for the question being on the JAF.

Example: The first triad gives "name" as an item that should be under personal information and states, "You've got to know who they are," as their reason for including the item. An appropriate response would be: "Very good! If someone applies for our job and we don't know who the person is, we couldn't get in contact with the person to talk to them."

3. Make sure everyone understands the meaning of the words.

Note: Be sensitive to the needs and skills of the group members relative to their understanding of the terms.

Example: To include "permanent address" you could respond, "Good, if we have an address where the person's parents or someone else lives that would always know how to contact the person, which is what a permaniant address is, that would be helpful."

Items often found on JAF for which there may not be a justifiable nondiscriminatory reason for asking are listed below:

- * Own Home or Rent
- * Number of Children
- * Religion

- * Date of Birth
- * Race

- * Police Record

If the group gives any of these and can provide some rationale for the item, allow it at this point.



Instructor's Aid

The list below represents prime items typically found on the personal information section of JAFs. Below each item is a reason/rationale for the item and a prompt that can be used to solicit the item.

Full name

* To be able to contact the person

* Is helpful when checking with previous employers and references. The previous employer could be a large factory/corporation where it would be possible to have employed people with very similar names (e.g., John Allen Smith and Jack Allen Smith).

Prompt: As we look through the JAFs, how do we distinguish one application from another?

Phone number

* Needed to contact applicant

* Helpful in identifying the applicant

Prompt: What would be the fastest and easiest way to contact applicants to get them to come in for an interview?

Social Security number

* Is your prime legal identifier

Prompt: What form of identification do all working people have that is their own that no one else has?

Present address

- * May be needed in order to contact for interview if no telephone number is given
- * May be needed to get telephone area code

Prompt: How could you contact someone who didn't list a telephone number?

Permanent address

* If the applicant is not hired for this job, the employer may wish a solution in him/her for a future position. It would be helpful to know here to contact the person.

Prompt: People who are looking for jobs can be expected to move a lot and change phone numbers. What if we want to contact one or these people a couple of months from now?

Citizen of USA

* Against federal laws to hire illegal alliens

Prompt: How would you know if a person is an illegal allien?



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Guidelines.....Guidelines.....Guidelines.....Guidelines.....Guidelines

Activity: Instructions for Personal Information Review

- * Explain that they are to pretend that the JAF has been completed, and it has been administered to about 900 people. Now we have the chance to review them to find our helper. Explain that we will look at each section individually rather than at the total JAF.
- * Hand out Series H-1 which contain only the personal information section of the JAF. Each triad should receive one complete copy of the H-1 applications.
- * Review the applications one at a time as a group. The objective is to determine whether or not to interview the applicant. Have triads, in rotation, justify why they chose to keep or discard applications relative to the list of personal characteristics that they came up with earlier or other factors they may think of while reviewing.



Activity: Instruction for Personal Information Review

- * Have the list of desirable personal characteristics displayed where the participants can see it.
- * If the group takes the position that we might eliminate a good person based only on a bad JAF, explain that we could take that position on each and every JAF but we've decided we do not want to interview a thousand people.
- * In the following section the H1 series is presented and mistakes are listed. It may be helpful for you to highlight the mistakes.
- * As the groups justify why they would keep or throw out the JAF, it is fine if they justify in characteristics that are not on the list. You may add characteristics to the list.



In the following, copies of the HI examples are presented. The mistakes are noted. Personal characteristics which are suggested by the performance are also noted.

1.	PERSONAL INFORMATION	. 6-	Social Securi	ty 20 11 of
	<u>Date</u>	7-11-87	Numb	er 212-38-4614
	Name Thomas Be	Iton E	Age	18 Sex M
	Present Address 5400 S	tratemuer)	r. Lakeside	FL
	Permanent Address % Robe		SOIE. Robinson St.	Norman DK
	Phone No.		Own Home	Rent
	Date of Birth	Height5'8"We	eight 175 Hair Color	Br Eye Color Gr
	Married Single	Widowed	Divorced	Separated
	Number of Children None	Dependents Oth		Citizen Yes X
	If related to anyone in o		Refe	rred
	state Name and Department		by	
	· —			

Mistakes

- * Phone number not listed
- * Date of birth not listed
- * Circled both married and divorced

Personal Characteristics Suggested

- * Doesn't want to be contacted?
- * Careless?
- * Doesn't figure things out well'

Points to Emphasize

- 1. Could have given someone's phone number (e.g., friend, relative, etc.) even if he did not have a phone.
- 2. Although his birth date may not make a difference in terms of doing the job and he may have left it off for that purpose, the person reviewing the JAF will score it as an omission.
- 3. Explain that although you could have a history including married and divorced status, married and single status, etc., they are asking for current status so only one should be marked.



PERSONAL INFORMATIO	ON Date 8-24-87	Social	Security 4	37-41-1796
Name Sanuels	Douglas	ALVIN	Number 4. Age 39	SexMALE
Present Address 7	0. 136x 1761	DANVILLE	AR	<u> </u>
	120 OAKLAWN	Hot Spri	NGS F	R
Phone No.	495-2.146			Rent
Date of Birth 3-4	-48 Height 510"	Weight/95 Hair	ColorBrants	e ColorGreen
Married Sin	gle Widowe	d Divorc	ed 🗸 S	Separated
Number of Children	Dependents On than Wife or		Citi of U	zen Yes
If related to anyon state Name and Depa	e in out employ		Referred by ESD	Hot Springs

Mistakes

Personal Characteristics Suggested

- * No area code
- * No mark on "Dependents other..."
- * Haphazard?
- * Rushes through things?

Points to Emphasize

- 1. Always add an area code to a telephone number.
- 2. Always put some type of mark on questions so the reviewer will know that you didn't overlook the question or refuse to answer.



3.	PERSONAL INFORMATION	7 1187	Social Secur	ity // >	-6.,
	M Date	(-11-1)	Num	bert Cos	> 14/
	Name / cena	of Seams	Age	18 se	ex ///
	Present Address	Be 2 Re	of the		
	Permanent Address	ne	O		· · · · · · · · · · · · · · · · · · ·
	Phone No. 45-568	5-2203	Own Home) Rent	1
	Date of Birth well 279	Height 50 Weigh	Hair Color	Eye Col	Sent
	Married Single	Widowed	Divorced	Separat	ed O
	Number of Children	Dependents Other than Wife or Chil	dren Wh	Citizen of U.S.A.	Yes
	If related to anyone in	aut employ/	Ref	erred	
	state Name and Departmen	t) ///	by		

Mistakes

Personal Characteristics Suggested

* Illegible

* Sloppy?

Point to Emphasize

An employer would not choose to waste her/his time on a JAF that is unreadable.



 PFRSONAL INF 	'ORMATION		Social Secu	rity
	Date	7-11-87	Nu	mber 338-77-4411
Manin Noh	hire J	ichob c	John Ag	e 40 SexMale
Present Addr	ess 2811	Lee St.	Allenville	Pt.
Permanent Ad		1 Box	261 AI	enville Ar
Phone No.	501-938	-4440	Own Home	Rent X
Date of Birt	4	17He Ight 58 We	eight 130 Hair Colo	rBr Eye Color Bl
Married X	Single	Widowed	Divorced	Separated
Number of Ch		Dependents Otl	Children None	Citizen Yes
If related t	o anyone in o	out employ, We	are all the Re	ferred -
state Name a	nd Department	children c	of God by	Brother John Dado

Mistakes

Personal Characteristics Suggested

- * A little heavy on the religious flavor
- * Suggests he <u>might</u> continually bring religion to bear on tasks and issues?

Point to Emphasize

It is true that we have the freedom to state our religious beliefs; but an a JAF where a person's religion is not questioned and is not relevant. It is probably wise to refrain from expressing those views.



PERSONAL INFORMAT	TION Date	8-24-87	Social Secur Num	rity mber446-38	-4411
Name (Inclose	en C	tonice Kay	Age	e 40 Se	-x _}
Present Address	Sta Y	2. Box 2749	Durant	OK 747	01
Permanent Address		3 Dinaston	OK	7410	
Phone No. Work	018 - 4165	3203 0	Own Home	Rent	
Date of Birth	Ł.30,194	6 Height 5'7" Weight -	Hair Color	BCEye Colo	r Bc
Married S	ingle	Widewed	Divorced	Separat	ed
Number of Childre	n	Dependents Other than Wife or Childre	n None	Citizen of U.S.A.	Yes V No
If related to any		ut employ,	Rei	ferred	
state Name and De	partment		<u>by</u>	N emogages	10d

Mistakes

Personal Characteristics Suggested

Point to Emphasize

Giving both home and work phone numbers gives a good impression (a little something extra).



^{*} Put check rather than weight

^{*} Sensitive about weight?

PERSONAL INFORMATION	Social Security
Date 7-11-87	Number 446-38-7331
Name Ashly Stuart (they call me Stud!)	Age 15 Sex male
Present Address Poute 1 Box 261	Royal Ar
Permanent Address Same	- Living
Phone No. 878-3044	Own Home w/parentsRent
Date of Birth Sept 20, 1971 Height 5'9" Weight	t 175 Hair Color BKEye Color B
Married NO WAY Single You Bet Widowed	Divorced Separated
Number of Children Dependents Other than Wife or Child	dren Vo citizen Yes
If related to anyone in out employ, state Name and Department	Referred by 🔥

Mistakes

6.

- * Sexist
- * Out of place humor
- * Age 15

Personal Characteristics Suggested

- * Loud mouth?
- * Might not get along with people?
- * Immature?

Point to Emphasize

A JAF is a profile of you and your capabilities and should be given careful thought; therefore, the use of humor and wisecracks would be unwise.



. PERSONAL INFORMATIO	N Date 8-27-87	Social Secur	ity ber 432-01-359
Name Wylie	Sharon Lee	Age	-
Present Address 10	5 Reserve Ave.	Hot Springs	AR
Permanent Address	75 Rathwood	Donaldson.	AR
Phone No. 986-	1423	Own Home	Rent
Date of Birth 5-1	2-60 Height 5'7 Weigh	t/20 Hair Color	Red Eye Colo Green
Married Sing		Divorced	Separated
Number of Children	Dependents Other than Wife or Chil	dren hone	Citizen Yes V
If related to anyone state Name and Depar			acement Counselo

Mistakes

Personal Characteristics Suggested

* None

Point to Emphasize

Neat is nice.



• PERSO	IAL INFORMAT	ION		_	Social	Securi	ty ,	
		Date	{	7-27-87		Numb	er 490 -	26-4077
Name	Williams	Me	Irou	Doule		Age	21 ·s	ex/MALE
Preser	t Address	27 E	im	STREET	BENTO	N. A	R 2=	2902
Perman	ent Address	227 E	LM	STREET			AR 7	2902
Phone	No. 501 -	292	- 389	49	Own Ho	ome N) Rent	VES.
Date o	f Birth	19-66	Hei	ght510Weigh	t/65 Hair	ColoB	ow. Bye Col	or Blue
Marrie	ed S	ingle ,		Widowed	Divor	ed	Separa	ted
			Depe	ndents Other			Citizen	Yes
Number	of Childre	n 💍	than	Wife or Chil	dren ()	of U.S.A.	No
If re:	ated to any	one in o	ut em	ploy,		Refe		
state	Name and De	partment				by _ 7	NSTR40	TOR

Mistakes

Personal Characteristics Suggested

Point to Emphasize

If everything else looks real good, a minor mistake is usually overlooked.



^{*} No mark on "If related to anyone in our employ..."

^{*} Neat and can follow directions?

9.	PERSONAL INFORMATION		Social Securi	ty Don't have
	Date	Ulnall	Numb	er with me
	Name Survers	Darrell Va	Age Age	~ M
	Present Address 2011	steside Drin	Star C	tu MN 3030
	Permaneut Address Sa	me		
	Phone No. 486-582	-1163	Own Home	(Ren c)
	Date of Birth Oct 1, 196	Weight 5/1" Weight 1	Hair Color	B Eye Color B
	Married Single	Widowed <	Divorced	Separated
	Number of Children 2	Dependents Other than Wife or Childre	n	Citizen Yes of U.S.A. No
	If related to anyone in	out employ,	Refe	rred
	state Name and Department	t	by	

Mistakes

- * Little sloppy
- * SS#
- * "B" for hair & eye color
- * "Citizen" not marked
- * Date incomplete

Personal Characteristics Suggested

- * Doesn't care? Poor writing skills?
- * Disorganized (SS#); doesn't think ahead?
- * Unmindful?
- * Careless or perhaps is not a citizen?
- * Inattentive?

Points to Emphasize

- 1. When the first section of the JAF has so many mistakes, an employer won't waste time reading the rest of the sections.
- 2. First impressions are made by the JAF.



PERSONAL INFORMATION	N	2 34	Social	Security	1102.11	9 1002
	Date X-	3-37		Number	40.7	1-6 103
No SDASS	"Burny"	Doller		Age 2	5 se	ex Femile
Present Address	11 263	Elm St.	Bonne	rsdale	AR ?	3902
Permanent Address	Route 3	Box 71 F	ellsvil	le, M	<u>158 a</u>	3090
Phone No. 767-39	838-Call	ANUTIME	Own Ho	me	Rent	
Date of Birth 8-2		ht 5'7' Weight	10 Hair	Color Pad	Ey: Colo	Blue
Married Sin	gle Veny	Widowed	Divorc	ed	Separat	ed
Number of Children		dents Other Wife or Childr	en Non	· •	ti n U.S.A.	Yes/ No
If related to anyone				Referre	ed /	_
state Name and Depar				by	V	

Mistakes

Personal Characteristics Suggested

- * Nickname rather than first name
- * Flirting?
- * "Anytime" and "Very" Single inappropriate
- * Immature?

Point to Emphasize

Again, unnecessary comments are inappropriate on a JAF.



1. PERSONAL IN	FORMATION	0-14 00	Social Secur	1/1 1/2
	<u>Date</u>	577-81	Num	ber/ont/file of
Name G	e Toe F	Rob.	Age	2 3 Sex M
Present Add	ress HSRC 115	Beserve	Hot Spring	. AR 71902
Permanent A	ddress 7/-	Box 261 R	real AR	71968
Phone No.	501-621-	-4411	Own Home	Rent Sryw
Date of Bir	th 3-25-641	Height5// Weigh	1/3 > Hair Colos	roway coldereer
Married	(ing!e	Widowed	Divorced	Separated
		ependents Other		Citizen Ye
Numb r of Cl	hildren Mon th	nan Wife or Child	dren Mon	of U.S.A. No
	to anyone in out			erred
state Name	and Department	NO	by	
				

Mistakes

Personal Characteristics Suggested

- * Little sloppy
- * Spelling
- * No SS#

- * Sloppy person?
- * Poor speller?
- * Unprepared, disorganized?

Points to Emphasize

- 1. Have a SSA if you are going to apply for a job.
- 2. If you con't own a home, just check rent.



•	PERSONAL INFORMATION	(シャン	Social Securi	32560	099
	Date		Numi	382767	4
	Name ALG THE	rie L	Age	NZS Se	× _
	Present Address A	onstone De	MANUERN	40	
	Permanent Address ON	no our ob	H	· · · ·	
	Phone No. 24 336	2'-2778	Own Home	Rent	
	Date of Bir 7-3-51	Height 5 Weigh	t Po Hair Color	Eye Colo	ENDEN
	Married Single	Widowed	Divorced	Separat	ed
	•	Dependents Other		Citizen	Yee
	Number of Children	than Wife or Chil	dren	of U.S.A.	No
	If related to anyone in	out employ,	Refe	erred	1
	state Name and Departmen	t Ware	by	- July	<u>c</u>
		_ '			

Mistakes

- * Sloppy
- * Markouts
- * Left off "Dependents" and "Citizen"

Personal Characteristics Suggested

- * Careless?
- * Messy?
- * Inattentive?

Point to Emphasize

Lack of effort is obvious. Doesn't seem to be trying very hard.

13.	PERSONAL IN	NFORM	ATION Date	8-31-87	5	Social S		ty er 438-96	chig.
	Name Low	e	Barbara	Sue			Age		Sex F
	Present Add	iress	127 So	uth St.	Hot So	rious.	AR	71902	<u>-</u>
	Permanent A	Addre	ss	Same	<u>, </u>	، ر	·		
	Phone No.	ما	23-8942			Own Hon	ne X	Rent	
	Date of Bir	th	6-3-59	Height 56	Weight/24	Hair C	ColorB	ckeye Col	oiGreer
	Married	Χ	Single	Widowe	d	Divorce	ed	Separa	ted
	Number of C	Child		Dependents (None	<u>. </u>	Citizen of U.S.A.	Ye s No
			nyone in ou	t employ,	one		Refe		٠ .
	state Name	and .	vepartment		1110		by	Mary:	Suom_

Mistakes

Personal Characteristics Suggested

* No area code (minor mistake)

* Tidy?

Points to Emphasize

- 1. A neat JAF presents a good picture.
- 2. Nothing is left to question.



PERSUNAL INF	Date_	8.7	9-87	Social	Secur: Numl	ber 2	57-45	7-2861
Name Do	exe C		-		Age		Se	ex
Present Addr	ess 9890	321	Sun	<u></u>	Ho	L	Som	AR
Permanent Ad	dress	2 ~			·	2	•	,
Phone No.	481-	612-3		Own Ho	me		Rent	
Date of Birt	h 6-30-57	Height 57	Weight 16 2	Hair	Color	BE	ye Colo	S r
Married	Single	Widowe	d	Divorc	ed		Separat	:e \/PS
Number of Ch	ildren 🕖	Dependents U					izen U.S.A.	Yes
	o anyon e i n o nd Department	ut employ,	W		Re fe by	Ced	-i-F	MAINE

Mistakes

Personal Characteristics Suggested

- * Incomplete--dittos & dependents
- * Longhand hard to read
- * Inattentive?
- * He thinks his time is more important than yours?

Point to Emphasize

When a JAF is taken lightly and hurried through, it is a waste of both the applicant's and the employer's time.



Examples.....Examples.....Examples.....Examples.....Examples.....Examples.....Examples.....

15.	PERSONAL INFORMATION Da	8-17-87	Social Securi Numb	er321-60-6057
	Name Doceole	` D.	Age	21 Sex Male
	Present Address 123	Mystret	Hat Spri	795 AR_
	Permanent Address		V	J .
	Phone No.	123-4567	Own Home V	Rent MC
	Date of Birth	Height 6' Wei	ght/6 \ Hair Color	mentye Color Bue
	Married No Way Single	You bet Nidowed	Divorced	Separated
	Number of Children	Lependents Othe than Wife or Ch	1 14	Citizen Yes
	If related to anyone i state Name and Departm		NO Refe	No one

Mistakes

Personal Characteristics Suggested

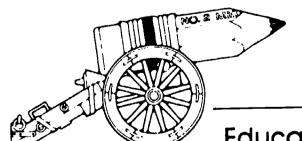
- * Incomplete--permanent address, date of birth
- * Inappropriate humor

- * Inattentive?
- * Immature?

Point to Emphasize

You don't know what someone reviewing applications would find humorous and/or offensive. The JAF is not the place to be funny.





Part Three

Education/Training/Skills Information



Guidelines.....Guidelines.....Guidelines.....Guidelines.....Guidelines.....Guidelines

Activity: Brother-in-Law Scenario

- * Prepare students for this activity by explaining that by the time people came to the mansion to fill out JAFs, you would have begun your safari in Kenya, Africa. Since you would be out of the country, you had arranged for your brother-in-law to greet the applicants, pass out the JAFs and tell them that you would call those selected for interviews as soon as you returned.
- * Although the brother-in-law is somewhat lazy, he is a good judge of character and appearance. His thoughts about each applicant would be helpful in deciding which persons to interview, so you asked him to write on the top of each application a note about anything that caught his attention.
- * Read the comments (listed on the opposite page) one at a time and ask the students to decide whether or not to interview based on the comment as related to the list of general personal characteristics. The list of personal characteristics should still be posted.



Activity: Brother-in-Law Comments	
Comment	Indications
Seemed kooky	Could mean anything
Looks like a no-account	Lazy, dirty, disinterested
Messed-up three application forms	Careless, sloppy, indecisive
Friendly person	Good personality, outgoing
Chewed tobacco & spit in cup while filling out form	Bad manners, unthoughtful, uncouth
Seemed interested in job	Wants to work
Took two of our pens	Dishonesty
I know the guy and his family good people	Worth interviewing
Her mother helped her fill out the form	Dependent, immature, unsure of self
Wore sunglasses all the time	Hiding something, bad manners, stuck on self
Brought personal data sheet with her	Prepared, wants job
Smelled bad	Dirty, unkept, doesn't care
Introduced himself right off, smiled, and took off hat	Good manners, appropriate
Must of had a fight with somebody jerked around and frowned alot	Bad attitude, inappropriate
Never would look at melooked down all the time	Shy
Spilled his coffee on form, couldn't sit still	vous, anxious, may have not applied for a job before
Took an hour to fill out application	Slow, not prepared
Told me the best joke! Remind to tell you later on!	Could be good or bad



Guidelines.....Guidelines.....Guidelines.....Guidelines.....Guidelines.....Guidelines

Activity: Develop Education/Training/Skills Information Questions_

The training process for the Education/Training/Skills section is the same as the previous section. That is:

- * Give triads ten minutes to determine what questions they would ask
- * Triads report while instructor lists questions on flip chart

The three objectives listed on page 17 should be met in this activity.



Instructor's Aid

This is a list of items usually requested on the education section of JAFs. The list includes a reason/rationale for each question and a prompt to solicit the question.

Schools and Training Programs Attended, Years Attended, Date Gradua...., Subjects Studied

* Must know if applicant has completed the education required for work tasks

Prompt: What type of education would your personal attendant need? A person could go to a school and not finish, but how could you know that? Let's say that one of our applicants writes down that they went to college--what does that really tell us?

Subjects of Special Study

- * Gives an idea of what the person can do that might not be shown in formal education and training
- * Sometimes equivalent to work experience
- * Required by some jobs

Prompt: Would you like to know what special skills the applicants consider themselves to have?

What foreign languages do you speak fluently? Read? Write?

* Helpful in lots of occupations

Prompt: Wouldn't it be helpful if the person you hire could act as your interpreter in the foreign countries that you'll be visiting?

U.S. Military or Naval service? Rank? Present membership in National Guard or Reserves?

* Service duty usually involves some type of skill development or framing.

Prompt: Usually people who were in the armed forces learned some shalls and have some type of work experience--would you want to know what it was?

Hobbies or activities other than Religious?

* What a person does in their spare time often reflects skills and interests.

Prompt: This whole section is geared to find out what type work the person is prepared to do. Do you think that what they do as a hobby or in their spare time might suggest this?



Guidelines.....Guidelines.....Guidelines.....Guidelines.....Guidelines.....Guidelines.....

Activity: Instructions for Education/Training/Skills Information Review___

- * Hand out the education section of the JAF (Series H2). The triads should receive copies to review as was done for the personal information section.
- * Call on triads in rotation to identify strengths and mistakes, personal traits suggested and whether or not to interview.



1. EDUCATION		Years	Date					
	Name and Location of School	Attended	Graduated	Subjects Studied				
	Mockae Elementary							
Grammar School	No Little Rock, AR'	6	1971	General				
	A4kins Public Schools	10	1977	Biology				
High School	ATISITIS FTK	6	171	FTERCA				
	University of Arkansas	.1	1001	rsychology -Major				
College	Faretteville, AR	4	1981	Accting-Millor				
Tiade, Business or Correspondence School	N/A	N/A	NJA	NJA				
Subjects of Special	Study or Research Work Indepe	ndent	Study	in .				
geograf								
	ges do you speak fluently Soeak So	me soar	Some	Write NO				
Naval Service	U.S. Military or Naval Service VIA Rank NIA Rank National Guard or Reserves NIA							
	Activities other than Religious							
	raternal, etc.) / CAVE ENY ORGANIZATIONS, THE NAME OR CHARACTER	OF WHICH TO	e in m	thu Contexts				
	CREED, COLOR OR NATIONAL ORIGIN			randers 5				

Mistakes

Personal Characteristics Suggested

* None

* Smart, neat?



EDUCATION	Name and Location of School	Years Attended	Date Graduated	Subjects Studied					
	Mr Roe Clementary								
Grammar School	North Little Rock AB	6	1971	General					
	Atkins High School			General Accounting					
High School	Atkins AR	6	1977	Business					
	University of Arkansas			Major-Business					
College	FaxeHeville, AR	4	1981	Minor-Computer					
Trade, Business or Correspondence School	NA	NIA	NIA	na					
	Study or Research Work None	·····							

What Foreign Languages do you speak fluently? WA Read WA Write WA									
U.S. Military or Naval Service	N/A Rank N/A	Nati	Present Me	mbership in or Reserves WA					
Activities other the (Civic, Athletic, Fr									
EXCLUDE ORGANIZATIONS, THE NAME OR CHARACTER OF WHICH INDICATES THE RACE,									
CREED, COLOR OR NATIONAL ORIGIN OF ITS MEMBERS									

Mistakes

* None

Point to Emphasize: This example and the last example came from twins with highly similar backgrounds. Point out that in the first example the woman tried to figure out what type of skills and interests we would want and wrote her job application in a way that would interest us. The second twin, who had as much justification for the skills and interests as the first twin and could have done the same thing, simply didn't use her background to impress us.



3. EDUCATION			Years	Date	
	Name and Lo	ocation of School	Attended	Graduated	Subjects Studied
Grammar School	Allyr	npia	8	1971	Regured
High School			- 4	1975.	Remod
				•	0
College	- 				
Trade, Business or Correspondence School	Sach	by ech	_ 2	1978	Ludies
Subjects of Special	Study or Roseau	oh Work	\sim	Moth	^
accounty	VA STAN	orthand	The	lish	\
What Foreign Languag	res do vou speak	fluently?	Λ () Λ () Re	ad —	Write
U.S. Military or	See do you opean	·	100		mbership in
Naval Service	710	Rank	Nati	opal Guard	
Activities other that (Civic, Athletic, Fr	aternal, etc.)	JIT S	JONOR	el.	
EXCLUDE		THE NAME OR CHARACT			-RACE,
	CREED, COI	OR OR NATIONAL ORIG	EIN OF ITS MEMB	eks //	

Mistakes

Personal Characteristics Suggested

- * Addresses missing
- * Sloppy

- * Inattentive?
- * Inconsiderate?

Point to Emphasize: The word "Required" for "Subjects Studied" is a good one for elementary and also high school if no particular course of study was emphasized.



EDUCATION	Name and Location of Sci	Years hool Attended	Date Graduated	Subjects Studied
Grammar School	BENTON ELEMENT	ARY	5-28-79	Basic
High School	BENTON-WestSIDE BENTON, AR	H.S. 9-12	5-22-82	GENERAL
College				Ruy Nink
Trade, Business or Correspondence School	Hot Springs KeHAB Hot Springs, ARK	Center Husas	7-3-87	Building Maintenance PROGRAM
Subjects of Special	Study or Research Work	small ENG	INE RE	CPAIR
	ges do you speak fluently?	NONE R	ead	Write
U.S. Military or Naval Service	N 8 Rank	Nat		mbership in or Reserves 100
Activities other the (Civic, Athletic, Francisco)	raternal, etc.) TOKC TO	CHARACIER OF WHICH I	NDICATES THE	RACE, Softball
	CREED, COLOR OR NATION	HT OWTOTAL OF ITS WELL		

Mistakes

Personal Characteristics Suggested

* Nothing major

* Organized?

Point to Emphasize: Would have been better if he would have put "none" for college, because as far as the employer can tell he may have forgotten the item.



5. EDUCATION		Years	Date					
	Name and Location of School	Attended	Graduated	Subjects Studied				
	CAKLAWN BONS SCHOOL	8 yrs.	May					
Grammar School	WESTFALLS, OHIO	1953 -	1961	GENERAL				
	Hot Springs High School	4 yrs.	May					
High School	Hot Springs AR	1961-1965	• •	GENERAL				
	HENDERSON BROWN College	e Sept	Max					
College	Orange Springs. TX	- May 1969	1969	Psychology				
Trade, Business or Correspondence School	BODY + FENDER KEDAR	Ang.79	Aug 80	Body + Fender				
	Study or Research Work NONE	= × 119.80		REPAIR				
What Foreign Languag	What Foreign Languages do you speak fluently? German Read Write							
U.S. Military or Naval Service V		Nati	Present Men onal Guard o	or Reserves VO				
Activities other that (Civic, Athletic, Fr	raternal, etc.) NONE							
EXCLUDE	ORGANIZATIONS, THE NAME OR CHARACTER		DICATES THE	RACE,				
	CREED, COLOR OR NATIONAL ORIGIN	OF ITS MEMB	FRS					

Mistakes

- * Should have put either "1 yr." or "Aug. 79 to Aug. 80" for Years Attended on trade school, not both.
- * As he said he speaks German, it would have been better to have put "yes" or "no" in response to "read" and "write."

Personal Characteristics Suggested

* Thorough, seems organized?



EDUCATION	Name and Location of School	Attended	Graduated	Subjects Studied
Grammar School	Preasant Hill Elementary Pearcy, AR	965-	May	General
High School	Lake Hamilton High School Pearcy AR	1971-	May 1979	Business
College	Henderson State University Arkadeiphia AR	1977-	1979, Mai	
Trade, Business or Correspondence School	None		J	
Subjects of Special	Study or Research Work Word P	cucessin	9	
What Foreign Langua, U.S. Military or	ges do you speak fluently? None		ead N/A	Write MA
Naval Service Activities other the (Civic, Athletic, Fr		Nat	ioral Guard (or Reserves No
EXCLUDE	ORGANIZATIONS, THE NAME OR CHARACTER CREED, COLOR OR NATIONAL ORIGIN	OF WHICH I	DICATES THE BERS	RACE,

Mistakes

Personal Characteristics Suggested

* None

* Seems prepared?

Point to Emphasize: Good application -- all questions answered.



7.]	EDUCATION	Name and Location of Sch	001	Years Attended	Date Graduated	Subjects	Studied	
		Collins Elemen	ary				_	
	Grammar School	Little Bosh, F		<u> </u>				
		,						
	High School							
	College							
	Trade, Business or Correspondence School	Petite Jean Vo- Morriton, AR	tech		1979	Acco	untins	
	Subjects of Special Study or Research Work Acting 1+2 at Sourland Co.							
	Community	College	C					
	What Foreign Langua	ges do you speak fluently?	None	Re	ad NO	Write	No	
	U.S. Military or				Present Mer			
	Naval Service	ND Rank		Nati	onal Guard	or Reserve	2.5	
	Activities other the (Civic, Athletic, F	raternal, etc.) HOT Dep	rings.	Javce	<i>e</i> 5			
•	EXCLUDE	ORGANIZATIONS, THE NAME OR C			DICATES THE	RACE,		
	_	CREED, COLOR OR NATIONA	L ORIGIN	OF ITS MEMB	ERS			

Mistakes

${\bf Personal~Characteristics~Suggested}$

- * Incomplete High School, education dates & subjects studied
- * Lacks attention to detail?
- * Doesn't follow instructions?

Point to Emphasize: We do not know whether this person did not attend high school and/or college or just did not fill in the blank.



EDUCATION		Years	Date		
	Name and Location of School	Attended	Graduated	Subjects	Studied
		1			
		1			
Grammar School					
	Heaton SR	01			
High School	Hector SR	5			
College					
Trade, Business or Correspondence					
School		l			
Subjects of Special	Study or Research Work	0			
)			
					
What Foreign Languag	ges do you speak fluently? Cna	Re	ad Yes	Write (125
U.S. Military or			Present Mon	bership /	n
Naval Service	Rank	Nati	onal Guard o	or Reserve	ಚ
Activities other tha					
(Civic, Athletic, Fr					
EXCLUDE	ORGANIZATIONS, THE NAME OR CHARACTER			RACE,	
	CREED, COLOR OR NATIONAL ORIGIN	OF TIS MEMB	EKS .		

Mistakes

Personal Characteristics Suggested

- * Incomplete
- * Lists English as foreign language
- * Perhaps does not care?
- * Lacks understanding?

Points to Emphasize

- 1. Some people just apply for jobs so they can continue to collect unemployment. Their applications usually look something like their
- 2. The application suggests the person may not want to be intriviously.



. EDUCATION			Years	Date	l	
	Name and Loc	ation of School	Attended	Graduated	Subjects Studied	
	Spring	Lake				
Grammar School	,			<u> </u>		
	Spring L	ake High		, ,,,,	Agni, Busines Science	
High School	·		0	1981	Science	
College						
Trade, Business or Correspondence School						
Subjects of Special	Study or Researc	h Work	I WA;	CHING	r	
			4			
What Foreign Language	ges do you speak	fluently? MN Versa	ILans	Mage o	Forite ove	
U.S. Military or	1/0	•		Present Me	mbership in	
Naval Service		Rank	Nati	ional Guard	or Reserves	
Activities other tha		Cruisir	- 6			
(Civic, Athletic, Fr	raternal, etc.)			WATER OF THE STREET	DACE	
EXCLUDE	EXCLUDE ORGANIZATIONS, THE NAME OR CHARACTER OF WHICH INDICATES THE RACE,					
CREED, COLOR OR NATIONAL ORIGIN OF ITS MEMBERS						

Mistakes

Personal Characteristics Suggested

* Incomplete

- * Lacks attention to detail?

Point to Emphasize: Sounds like the "stud" again.



10.	EDUCATION	Name and Location of School	Years Attended	Date Graduated	Subjects Studied
		Cake Hamelton			
	Grammar School	Cake Hamelton, aR	6		
		Lake Hamelton High			Scince History
	High School	1. a-kettamelton AR	6	1918	History,
	College				
	Trade, Business or Correspondence	Garland Co. College			
	School	Hot Springs. Are		1981	1345iness
	Subjects of Special	Study or Research Work ND			
			· · · ·		
	What Foreign Langua	ges do you speak fluently? US	R	ead	Write
	U.S. Military or	ges do you speak ramaia.		Present Me	mbership in .
	Naval Service	No Rank	Nat	ional Quard	or Reserves No
	Activities other the (Civic, Athletic, F	raternal, etc.) Hay of 51	-f+ball	teem	
	EXCLUDE	ORGANIZATIONS, THE NAME OR CHARACTER		NDICATES THE	RACE,
		CERTAIN COLOR OR NATTONAL CRICIN	OF TTS MEM	BFRS	

Mistakes

- * Misspelling
- * Incomplete
- * "No" where "None" should be on "Subjects of Special..."

Personal Characteristics Suggested

- * Careless?
- * Poor attention to detail?
- * Inattentive?

Point to Emphasize: An applicant can always list something for "special study."



11.	EDUCATION		i	Years	Date	[
		Name and Location of School		Attended	Graduated	Subjects Studied
		Saint Johns				
	Grammar School					
	High School	Cutter Morning Star		6	1976	GENERAL
					-	
	College_					
	Trade, Business or Correspondence School	GARLAND COUNTY VO-TECH				
	Subjects of Special	Study or Research Work	JE	•		
		ges do you speak fluently? $V\ell$	NE	Re	ad	Write
	U.S. Military or Naval Service	NO Rank		Nati	Present Men onal Guard o	bership in or Reserves
	Activities other the (Civic, Athletic, Fr	raternal, etc.)	af	hy	Sight	secina
	EXCLUDE	ORGANIZATIONS, THE NAME OR CHARA				RACE,
		CREED, COLOR OR NATIONAL OR	EIGIN C	of its menb	ERS	

Mistakes

Personal Characteristics Suggested

* Incomplete

* Lacks attention to detail?

Point to Emphasize: This application leaves the employer with unanswered questions (i.e., What was studied at Garland County Vo-Tech? Where were the schools located?).



Ż.	EDUCATION	News and Vanation of School	Years Attended	Date Graduated	Subjects Studied
		Name and Location of School	Accended	Graduated	Subjects Stuffer
		Dandarelle Elementary			
	Grammar School	Dardamelle AR	6		
		Dardonelle High School		10-1	
	High School	Dardanelle, AR	6	1974	Math
	_	Arkansas Tech Univ.			Major IN
	College	Russellville AR	4	1978	COMPUTER
	Trade, Business or Correspondence School				
	Subjects of Special	Study or Research Work Porsons	al con	puter p	Orogiamming
		ickocomputer System		•	
		ges do you speak fluently? None	,	ead	Write
	U.S. Military or Naval Service	Wayee Rank		Present Ma ional Guard	mbership in or Reserves
	Activities other the (Civic, Athletic, F	raternal, etc.) 19e - Swon			
	EXCIPLIDE	ORGANIZATIONS, THE NAME OR CHARACTER			RACE,
		CREED, COLOR OR NATIONAL ORIGIN	OL TIO LEL	<u> </u>	

Mistakes

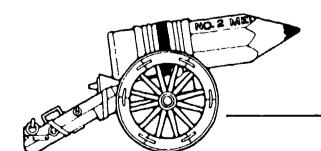
Personal Characteristics Suggested

* Incomplete--but not major

* Nothing significant--perhaps attention to detail is not great?

Point to Emphasize: Overall, this is a good application.





Part Four

Employment History



Guidelines.....Guidelines.....Guidelines.....Guidelines.....Guidelines

Activity: Identification of Important Skills

- * Ask the class to discuss and prepare to report the kind of JAF they are favoring. What makes an application worth keeping.
- * Allow five minutes.
- * Call on triads in rotation and ask them to report one characteristic at a time. They should, at a minimum, identify the following points:

Neat/legible
Complete
Accurate
Follows direction

Activity: Develop Employment History Information Questions_

The training process for the Employment History section is the same as the previous section. That is:

- * Give the triads 10 minutes to determine the questions they would ask.
- * Triads report while the instructor lists the questions on the flip chart.
- * Review examples (Series H3).

You should again meet the objectives listed on page 17.



Instructor's Aid

This is a list of items usually requested on the employment history section of JAFs. The list includes a reason/rationale for each question and a prompt to solicit the question.

Jobs held

* To give picture of what the person is capable of doing

Prompt: Would you want to know what kind of jobs the applicant has had in the past?

How long were jobs held

- * To determine if a person can keep a job
- * To determine if a person sticks with tasks

Prompt: If a person listed three jobs as a butler, would it be helpful to know that each job only lasted one day?

Reason for leaving

- * To find out if person had conflicts with the boss
- * To find out why person left a job

Prompt: Would it be helpful to know why applicants left jobs they held?

Salary

* To determine "how valuable" the person was to the employer

Prompt: Would it help you to know how much money the applicant was accustomed to earning?

Names and addresses of employers

- * To call or write for references
- * To check the accuracy of information on the form

Prompt: Do you think you might want to check with some of the applicant's previous employers?



59

1.	EMPLOYMENT DESIRED					
	Position Pors	anal attendant	Date you Can Start	ASA	Salar Desire	y 30,000
	Are you employed n	ow? Yes		may we inq resent empl		yes
	Ever applied to th	is company before? 100 Wh	ere N/A			When NA
	FORMER EMPLOYERS (List below last four employe	rs, starting	with most r	ecent.)	
	Date Month and Year	Name and Address of Em	ployer	Salary	Position	Reason for Leaving
	From 7-15-85	Leonas Kiada	15		Personal	
	To Present	Box 90, Amily Rd.	H.S.	30,000	Aid	nally ill
	From 4-10-79	Nathaniel Mo	hle	·	_	Financial
	то 6-28-85	Lafayette, LA(4)	9281-	34,520	Butter	Cutback
	From 9-3-74	Charles Gotha		·	assist.	Toaccap
	то 2-17-79	Bayon Rouge, 4	(4/9)382- (106/	28,700	Chef	better job
	From					
	To					

Mistakes

Personal Characteristics Suggested

* None

* Well prepared, organized?

Point to Emphasize: If \$30,000 is really close to what the applicant would need to earn, it's okay for him to say so. But, he/she could be taking a chance of pricing him/herself out of the position.



Projection Paris	nal Assistant Date you of Can Start of	ust give present	notice job Salary Desired	inegotiable				
Are you employed now? Ves your present employer? Ves								
Ever applied to thi	is company before? No Where NA		<u>.</u>	When NA				
FORMER EMPLOYERS (1	List below last four employers, starting v	vith most re	ecent.)					
Date Month and Year	Name and Address of Employer	Salary	Position	Reason for Leaving				
From 8-15-87	Maid to Order 932-4532	\$ 5.00		Presently				
no Date	Hot Springs, AR	hr.	Keeper	employed				
From ']- 3-56']	Bonnie Baskin 841-6107		House	temporary				
To 8-10-87	Fountain Lake, AR	A450.	Sitting	Job				
From 4-17-87	Girl Friday 624-4010	\$6.00	Temporari	company				
To 6-30-87	Hot Springs, AR	hr.	Secretary					
From 11-16-86	Jamie Bay 932-1102	\$3.25	Baby	Child entered daycare				
To 3-20-87	Mountain Pine AR	hr.	Sitter	pre-school				

Mistakes

Personal Characteristics Suggested

* None

* Neat?

Points to emphasize

- 1. Makes positive presentation and really hasn't had a regular full-time job. If she would have simply put "no full-time employment," we would have probably thrown her application away.
- 2. Answering the question "Salary Desired" with "negotiable" was good thinking.



3.	IMPLOYMENT DESTRED					y Would like
	Position A	tanta	Date you Can Start	Today	Salar Desire	ato discuss
	Are you employed n	ow? ND	If so,	may we inquiresent emplo	uire of	NIA
	Ever applied to th	is company before? NO	Where \(\)	IJΑ		When 1//7
	FORMER EMPLOYERS ()	ist below last four emplo	yers, starting	with most re	ecent.)	
	Date Month and Year	Name and Address of	Employer	Salary	Position	Reason for Leaving
	From 3-1-86	Tom Gaines	(unale)	\$4.00	1 1	To find
	TO 8-15-87	Rt. 7, Hollis,	AR	Hour	Helper	better
	From 2-20-84	Joe Gaines		\$120.	Farm	To work
	To 2-29-86	Rt.7 Hollis.	AR	wk.	WORK	for Uncle
	From	,				
	То					
	From					
	То					

Mistakes

Personal Characteristics Suggested

* None

Points to emphasize

- 1. Limited employment experience in outside world as it appears that all employment has been with family, but it is presented well.
- 2. "Would like to discuss" is also a good response when you don't know the salary; avoids danger of bidding too high or too low.



EMPLOYMENT DESIRED					
Position (-	tid	Date you T	nmedia	Salar e V Desire	
Are you employed n	ow? N(D		may we inquesent emplo		
Ever applied to th	is company before? NO Wh	ere			When
FORMER ENLOYERS (List below last four employe	rs, starting v	vith most re	ecent.)	
Date Month and Year	Name and Address of Em	ployer	Salary	Position	Reason for Leaving
From 04-85	Area Agency on F	ging			Desired full-time
To Sept. 485	Hotsprings, AR	<i>y</i>	Varied	Voluntea	l * ** *
From June - 84		ections	_	Ad for	Imprnied
IMarch-85	for the Aging, Harry	nison ansas	9,200	Elderly	+moved
From Feb-83	Saint Anthony	Hosp.	_	Nurses	Desired
Ta Jan 84	Harrison, Askar	nsas	8,000	Aid	more. Reconsibility
From					0,
То					

Mistakes

Personal Characteristics Suggested

* None

* Organized?

Point to emphasize: The question comes to mind concerning what this person has been doing since September 1985. Hopefully, we will be able to fill in the gap from the Education Section.



5.	EMPLOYMENT DESIRED	A Particular	(1001) Salar	At a -
	Position	Cature Socretain Start		Desired	77-7 V // V // /
	Are you employed no	If so,	may we inqueresent emplo		11/1
	Ever applied to the	400			When
	THOMED SHADE OVERS (1	List below last four employers, starting	with most re	ecent.)	
	TOWER ENTINESS (ist perow last rout emproyers, starting	WEGI HOUSE EX		
	Date Month and Year	Name and Address of Employer	Salary	Position	Reason for Leaving
	From 7+ 30-	Trence, Dave.			amparent
	To 7-30-87		2,000	SIC?	tarkrupt
	From 5-1-83	Kragers Inc	"	3 '	Bater
	To (0-1-86)	, 0	10.000	Takkaso	u job
	From 3-1-79	Sa. C. Jennyo		Office	Better
	To	50	8,500	Clark	Offer
	From				00
	To				

Mistakes

- * Sloppy
- * No addresses for employers

Personal Characteristics Suggested

- * Careless?
- * Poor attention to detail?



EMPLOMENT DESTRED	.,	Date you W	lithin	Salary	,
Position Perse	nal littendant	Can Start	we will	KS Desired	20,000
		If so,	may we inquesent emplo	ire of	105
Are you employed no	ow? Yes	your pr	esent enpro	yer:	163
Ever applied to the	is company before? NO Wh	ere			When
FORMER EMPLOYERS ()	List below last four employe	rs, starting w	ith most re	cent.)	
Date					Reason for
Month and Year	Name and Address of Em	ployer	Salary	Position	Leaving
P 1 1 91	Saint Mary's Ho	o, ital			Consdering
From Nov 31	1		.0.5	/ \ . 	Cureer
To tresent	135VI., AM 968	-3400	18770	LMI	Change
From Vov 18	Sunt Mary's Hos	orial	ŕ		Change in
TO NOV. 81	RSV1. AB 968.	3400	14.500	Nurse	Pesition
From Feb. 75	Hoshkinsy Assoc	ates	,	•	Had gained nursing degree
TO NOV . 78	RSVI. AR967-		10.900	Secretary	r histied to
From			,		Field
LOU					
To					
	_				

Mistakes

Personal Characteristics Suggested

* None

6.

* Organized?



7.	EMILOYMENT DESIRED					. 44
	Position Sec.	co Janu	Date you Can Start	-15-8	Salary Desired	\$ \$1,000 mo.
	Are you employed no	O	If so,	may we inquesent emplo	iire of	NJA
	Ever applied to the	is company before? No W	nere 📗 🚶)/A		When N/A
	FORMER EMPLOYERS ()	List below last four employe	ers, starting w	ith most re	ecent.)	
	Date Month and Year	Name and Address of En	ployer	Salary	Position	Reason for Leaving
	From Jan. 1981	Quick Car 2	ales	1,00000		Went out
	TO MAY 1987	119 "B" street He	ot Spras	mo.	Secretary	Business
	From Feb. 1980	Harry's Constaction	n Co.	850.00		laid Off
	To Dec. 1980	209Wine Ave H	ot Sorgs	m	Sorretan	Business Slow
	From	•				
	То					
	From					
	To					

Mistakes

Personal Characteristics Suggested

* None

* Neat?



EMPLOYMENT DESIRED						
		Date you		Salary		
Position		Can Start		Desired		
		If so,	may we inqu	ire of		
Are you employed no	w?	your pr	esent emplo	yer?		
Ever applied to thi		ere			When	
	ist below last four employer	rs, starting v	vith most re	ecent.)		
					Reason for	
Date Month and Year	Name and Address of Fm	oloyer	Salary	Position	Leaving	
From						
То						
From						
То				:		
From				(, , , , , , , , , , , , , , , , , , ,		
То						
From			1 -	1		
			!	! !		

Mistakes

8.

Personal Characteristics Suggested

Point to Emphasize: Alway. Took on the backside of an application form. Notice leave a section blank.



^{*} Blank

^{*} No attention to detail--can't follow directions?

Evamalac	Evample	Evamples	Evamples	Evamples	Evamples
& xannules	Examples	Examples	Exammes	Examples	Exambles

Position	Date you Can Start	ANYTH	ME Desired	, 1
Are you employed no		, may we inq present empl	uire of oyer?	
Ever applied to thi	is company before? $1/0$ Where			When
	List below last four employers, starting	with most r	ecent.)	
Date Month and Year	Name and Address of Employer	Salary	Position	Reason for Leaving
From	Self employed			
То				
From				
То				
From				
То				
From				
То				
		<u> </u>		<u> </u>

Mistakes

Personal Characteristics Suggested

* Incomplete

9. EMPLOYMENT DESIRED

* Lacks attention to detail?

Point to Emphasize: Does not seem to be trying to make a good impression.



EMPLOYMENT DESIRED		. .		C-1	
Position Hou	sekeeper	Date you Can Start	Naw	Salary Desired	
		If so,	may we inqu	ire of	NID
Are you employed no	ж? /У /	your pr	resent emplo	yer:	4/7
Ever applied to thi	is company before? No W	here			When
FORMER EMPLOYERS (I	List below last four employ	ers, starting v	with most re	cent.)	<u>-</u>
Date					Reason for
Month and Year	Name and Address of E	mployer	Salary	Position	Leaving
From 9-1-85	HolidarInn		21200	House -	Return
To 4-2-87	Rt. 3. Bx71 Wins	or KS 61130	week	Keeper	School
From 8-12-85	Sparkles Clea	ning Savia	-150.00	House-	Better
To 8-3085	8th & Grand F	2+0120K	Deek	Keepen	- Joh
From M/A	<u>'</u>				
To					
From					
То					

Mistakes

Personal Characteristics Suggested

* None

* Appears to be a solid person?

Point to imphasize: A good application leaves nothing blank or questionable.



Examples Example	a Evamelaa	C	Evenselve	Evamples
ExamplesExample	S E KAMPHIES	rxammes		e xammes

. •	EMPLOYMENT DESTRED		_		-	,	. 1
	Position S	105	Date	you / Start/	Intim	Salary P Desired	
	rosition (1100	- Carr		may we inqu		
	Are you employed no	w? \\D		your pr	esent emplo	yer?	
	Ever applied to thi	is company before	e? Mowhere				When
				. •	•••		
	FORMER EMPLOYERS (I	ist below last i	our employers, st	arting w	nth most re	ecent.)	
	Date						Reason for
	Month and Year	Name and Ad	ldress of Employer		Salary	Position	Leaving
	From 2-1-87	Contract of the second	Stereos		Not	C .	Improve
	To 4-6-87	George town	Consolon	guge	nound	Doles	Skills
	From 9-1-86	Hubban	de Dot	loge	3.05	•	Thought 4
	To /2-20-86	Breckeri	de Stopping	CIT	hr.	Clerk	world off
	From 7-12-86	Speed	y Car We	sh	254	Detail	Didn't like
	То				job	Man	work
	From)		
	То						

Mistakes

Personal Characteristics Suggested

- * Getting a little smart aleck
- * Hard to read

- * Could be obnoxious?
- * Sloppy?

Point to emphasize: The phrase "Didn't like work" is negative. Would have been wiser to have said "better job."



ExamplesE	xamnlesE	xamnles	Examples	Examples	Examples
FYGIIIhicaF	Valuation	, Admpics	Evambicanin		p.vo

EMPLOMENT DESTRED	Date yo	. Now	Salar Desire					
Position Are you employed now? \(\lambda \) \(\lambda \)		so, may we in	quire of					
Ever applied to this company before?	Are you employed now? \(\sum_{\text{\lambda}} \) \(\text{\text{your present employer?}} \) Ever applied to this company before? \(\sum_{\text{\lambda}} \) \(\text{Where} \)							
FORMER EMPLOYERS (List below last for		ing with most	recent.)					
Date Month and Year Name and Add	ress of Employer	Salary	Position	Reason for Leaving				
From 8-7-86 Capeus	<u>. St.</u>	6.40	1 /h 1	I thout beter sol				
To 5-30-87 L.13. Ar 5	arder (Resty	rant 3.8	Cook	But gethur				
To 7-30-86 501-321	•	he	111000	beterish				
From								
То								
From								
To			<u> </u>	<u> </u>				

Mistakes

Personal Characteristics Suggested

Point to emphasize: Giving telephone numbers for prior employers is a nice touch and suggests that he would get good references.



^{*} Spelling and word usage

^{*} Poor reading and writing skills?

13. EMPLOYMENT DESTRED

Position	Date you Can Star	•	
Are you employed now?	If so, may we inquire of your present employer?		
Ever applied to this company before?	Where	When	

FORTER EMPLOYERS (List below last four employers, starting with most recent.)

Dite Month and Year	Name and Address of Employer	Salary	Position	Reason for Leaving
From June 86	Cockrans Eatery	200	Whitres	Better
TO M Zy 87	U	1:05	Wallies	Self
From 2-19-86	Western Sizzlen	150.00		Better
To 5-86		Week	Waitress	Job
From				
То				
From				
То				-

Mistakes

Personal Characteristics Suggested

Point to emphasize: Not giving any indication of how to get in contact with previous employers suggests she may not want us to do so.



^{*} Incomplete

^{*} Doesn't follow instructions, or poor attention to detail?

ExamplesExamplesExamplesExamplesExamples	Examples.	Examp	lesExam	oles E xam	plesExam	plesExar	nples
--	-----------	-------	---------	-------------------	----------	----------	-------

	_			G 1	41.1
Position Por	sonal Attendent	ate you au Start 🖊	V/21/	Salary Desired	
		If so, t	nay we inqu		
Are you employed n			esent emplo	oyer:	
Ever applied to th	is company before? No Where				When
FORMER EMPLOYERS (List below last four employers,	starting w	ith most re	ecent.)	
Date Month and Year	Name and Address of Employ	yer	Salary	Position	Reason for Leaving
From //-85	Happy Tracks 501-	416-2145	Com.	travel	Compan
To 4-2-87	Braneville, AR		Only	agent	Closed
From //-/-84	Destinations 501-56	8-4320	Com	travel	10
To 9-13-86	Little Kock AR		only	agent	
From N/A	•				
То					
From					

73

Point to emphasize: Both companies closing may be a little strange.



	EMPLOYMENT DESIRED	ı			a •		
	Position Are you employed now?		Date you Can Start		Salary Desired		
•			If so,	may we inq resent empl	uire of	<u> </u>	
		is company before?	Where			When	
•		List below last four e	mployers, starting	with most r	ecent.)		
•	Date Month and Year	Name and Address	s of Employer Salary		Reason for Position Leaving		
	From 86	Sears at	Hot Springs	7	7	QuiL	
•	To &			•	,	CAUIT	
•	То						
,	From						
	То						
	From						
	To						

Point to emphasize: This one leaves a bad impression, doesn't it?





EMADIMANI DESIRED		D-4		Col ou	•
Position COC	K	Date you Can Start			NEGOTIABLE
Are you employed n	ow? \/ 0		may we inquesent emplo		Y/A
Ever applied to th	is company before? No	Where	 		When —
FORMER EMPLOYERS (list below last four emplo	oyers, starting w	ith most re	ecent.)	
Date Month and Year	Name and Address of	Employer	Salary	Position	Reason for Leaving
From To ly 6, 1987	LA. CASA CHEE, L.R. HWY 7	1903 1903	3.00	COOKS	MAIN COOKS TOB RIBNT
To July 8, 1987	SAMS BREAKFAST WALLEDS MEALS	BAR 1 SP145.	hr.		CIVER
From July 1, 1987	CALLEDS MEALS 40 MAIN PLAZZ	LA, HOPE, AR	2.00HR		DIDNTKE
TaJuly 5,1987	V		TIPS	WAMER	JOB
From In . 11, 1983	1		4.75	NIGHT	RESTAURANT
To June 13, 1987	,		HR.	CHEF	Closed
From Dec. 14, 198	JOEL RIB HO	use	4.00	FRY	Better
Ta June 12, 1983	RT.6, BOX1, 1	OPE, AR	4. HR.	COOK	Offer

Mistakes

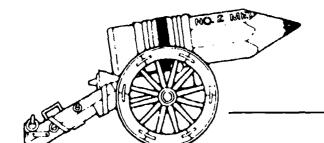
Personal Characteristics Suggested

Point to emphasize: Would have made a better impression if the applicant would not have listed the last two brief jobs. Otherwise, not a bad application.



^{*} Messed up on employer name/ address lines

^{*} Paying attention?



Part Five

Physical Record



Guidelines.....Guidelines.....Guidelines.....Guidelines.....Guidelines

Activity: Develop Physical Record Information Questions_

The training process for the physical record section is the same as the previous section. That is:

- * Give triads ten minutes to determine what questions they would ask.
- * Triads report while instructor lists questions on flip chart.
- * Review examples.

Remember the objectives on page 17.



Instructor's Aid

The list below represents prime items typically found on the physical record section of the JAF. Below each item is a reason/rationale for the item and a prompt that can be used to solicit the item.

List any physical problems that would limit your ability to do this job

* Could affect ability to do job tasks

Prompt: If this job requires a lot of heavy lifting, would you want to know if applicant had a bad back?

Have you any defects in hearing? In vision? In speech?

* Would reflect possible need for work accommodations

Prompt: A lot of employers ask about hearing, sight and ability to speak. Would that help us in making our choice?



1.	PHYSICAL RECORD List any physical defects	a moured
	Were you ever injured OIf yes, give	
	Have you any defects in hearing? Ues	
	notify Name	Address Phone No.
	I authorize investigation of all statements continuisrepresentation or omission of facts called for and agree that my employment is for no definite payment of my wages and salary, be terminated at	is cause for dismissal. Further, I understand period and may, regardless of the date of
	Date -3-87 Signature	magne Dalle
	Mistakes	Personal Characteristics Suggested
	* Sloppy * Address & phone number incomplete	* Careless? * Poor attention to detail? * Inconsiderate?
	* Longhand/hard to read	
	Point to emphasize: The applicant may had impaired in a more positive light (e.g.	we been able to present "hearing, use hearing aid).
2.	PHYSICAL RECORD List any physical defects Left Eye	Injury
	Were you ever injured? es If yes, give	detailst (it cry Exploded
	Have you any defects in hearing? NO In case of emergency notify NY, Or NAYS, E.J. De 112 N	In vision? No In speech? No
	Name	Address Phone No.
	I authorize investigation of all statements cont misrepresentation or omission of facts called for and agree that my employment is for no definite payment of my wages and salary, be terminated at	period and may, regardless of the date of
	Date 6-7-87 Signature	ohn Sco
	Mistakes	Personal Characteristics Suggested
	* None	* Positive?

ERIC

Point to emphasize: Although the person had an accident with an eye injury, she/he lists no current vision problems. It's good that the person is saying "no problem."

3.	PHYSICAL RECORD List any physical defects SE	IZURE	DISORDER	, NO SI	Eizuresj	N84	IEARS
	Were you ever injured? No If y			_			
	Have you any defects in hearing	1g? No	In visi	on? NO		ech?N	<u>D</u>
	In case of emergency notify MR. Puto A. SEI		411 BROALST Address	one,58	ILA, MS	811 - 1011 - 1100 Phone	218 2 No.
	I authorize investigation of all sta misrepresentation or omission of fact and agree that my employment is for payment of my wages and salary, be te	s called no defin	tor is cause 10 ite period and 1	r dismissai may, rega	rurther, Irdless of t	the date	المللات
	Date 6-1-87 Signat	ure C	Joe. Joh	n Doe			
	Mistakes		Personal	Character	ristics Su	ggeste	i
	* None		* Optimis	tic?			
	Point to emphasize: Adding that lot better than just listing a	it he ha i seizur	sn't had a s e disorder.	eizure in	n eight ye	ars is	a
4.	PHYSICAL RECORD List any physical defects	Λ			10	<i></i>	
	Were you ever injured? If	ves, giv	ve details	A			
	Have you any defects in hearing in case of emergency	g?	The Wile i	lon?	In spe	ech?	
	notify	+	Address			Phon	e No.
	I authorize investigation of all stamisrepresentation or omission of fact and agree that my employment is for payment of my wages and salary, be to	s called no defin	for is cause to lite period and	r dismissal may, reg	ndless of	tpa 4.	that stant st
	Date Signa	ture	Shorty	Doe		.	e sudra sa .
	Mistakes		Personal	Characte	ristics Su	ggeste	ı¦
	* Incomplete		* Incompr	chension	·		
	Point to Emphasize: The physic	ral rocc	ord section w	ould be a	applicable	to	



everyone.

5.	PHYSICAL RECORD List any physical defects	a 40 Discuss
	Were you ever injured? - If yes, give	ve details
	Have you any defects in hearing? —— In case of emergency	In vision? In speech?
	notify Tother- L.J. Doe, a Evelyn Pl.	Jonestum, ten, (597) 843-4438 Address Phone No.
	misrepresentation or omission of facts called	contained in this application. I understand that for is cause for dismissal. Further, I understand nite period and may, regardless of the date of at any time without any previous notice.
	Date 6-7-87 Signature	Joseph Doc
	Mistakes	Personal Characteristics Suggested
	* None	* Good thinking?
		hysical problem is such that listing it ected, this could be a good approach.
6.		s ampatuted-use prosthetic appliance
	Were you ever injured? VES If yes, give	ve details Farm equipment accident child
	Have you any defects in hearing? No	In vision? No In speech? No
	notify John Doe Cr. 4212 8th Street	et Allen Miss 619-438-06,1 Address Phone No.
	I authorize investigation of all statements of	contained in this application. I understand that for is cause for dismissal. Further, I understand nite period and may, regardless of the date of
	Date 6-7-87 Signature	John Doe
	Mistakes	Personal Characteristics Suggested
	* None	* Self-affirming?
	Point to emphasize: Did a good job of a positive manner.	presenting the disability information in

ERIC

7.	PHYSICAL RECORD List any physical defects Hearing	Loss				
	Were you ever injured? NO If yes, give	details				
	Have you any defects in hearing? YCS	In vision? No In speech? No				
	In case of emergency notify John Samuels	120 Oaklawn 623-9870 Address Phone No.				
	Name	Address Phone No.				
	I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any previous notice.					
	Date lug 24, 1987 Signature	Date Aug 24, 1987 Signature Onglas Samuels				
	Mistakes	Personal Characteristics Suggested				
	* Might be able to present the	* Satisfactory, but lacking				
	"hearing loss" in a more speci- fic and positive manner	<pre>explanation? * Maybe rushes through things?</pre>				
	* Address incomplete					
	Point to emphasize: Don't create unnece information.	ssary questions with your disability				
8.	PHYSICAL RECORD List any physical defects					
	Were you ever injured? On If yes, give details WA					
	Have you any defects in hearing?	In vision? UES In speech? No				
	In case of emergency notify Themas white 112	Pecan St., Hat Springs, AR 8921				
	I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any previous notice.					
	Date 8/31/87 Signature	Darbara Arme				
	Mistakes	Personal Characteristics Suggested				
	* None	* Satisfactory?				
	Point to emphasize: If the person could	have added "wear glasses" or in some				

ERIC

way communicated that the vision problem is not a big problem (if that is the

case), it would have made a better impression.

9.	PHYCICAL RECORD List any physical defects and eas Cyes	Migraines, Pieron Toed, Verve Weakness
	Were you ever injured \ (65 If yes, give	
	were you ever injured. Bir jes, are how	h both
	Have you any defects in hearing Ves, both	
	In case of emergency notify Dr. Im Bartlett III Hopson	St. Hot Springs, 48 634 - 0638 Phone No.
	I authorize investigation of all statements cont misrepresentation or omission of facts called for and agree that my employment is for no definite payment of my wages and salary, be terminated at	r is cause for dismissal. Further, I understand period and may, regardless of the date of
	Date 6-7-87 Signature	Ahn De
		(, -
	Mistakes	Personal Characteristics Suggested
	* Presents a bad picture of physical condition	* Tends to focus on physical problems?
	Points to emphasize:	
	1. He seems to take some pride in havin 2. Presents a bleak physical future.	g so many things wrong.
10.	PHYSICAL RECORD List any physical defects Column	Back
	Were you ever injured 165 If yes, give	details Auto Flocident
	Have you any defects in hearing? NO	In vision? No In speech? No
	In case of emergency notify JOE DOE 2121 Elo	1 Hot Springs, AR (501)765-4416 Phone No.
	Name	Address Phone No.
	I authorize investigation of all statements commisrepresentation or omission of facts called for and agree that my employment is for no definite payment of my wages and salary, be terminated at	r is cause for dismissal. Further, I understand e period and may, regardless of the date of
	Date 6.7.87 Signature	hn Doe
	Mistakes	Personal Characteristics Suggested
	* "Broken back" might have been presented better	* None

Point to emphasize: Present your disability in the most positive light without creating unnecessary questions.



	ExamplesExamplesExamplesExamplesExamples
1.	PHYSICAL RECORD List any physical defects Perfect in overy way.
	Were you ever injured NOWAY yes, give details NONE TO GIVE
	Have you any defects in hearing? In vision? In speech?
	notify bont worn about emergencies with me!
	I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any previous notice. Date Signature Signature
	Jate () 1 % 7 Signature
	4istakes Personal Characteristics Suggested
	Inappropriate responses * Immature?
	Point to emphasize: JAFs request that tual information not demonstrations of numor.
•	PHYSICAL RECORD List any physical defects Hold Ryokke
	Vere you ever injured? Yez If yes, give details ' Pac
	Have you any defects in hearing? NO In vision? NO In speech?
	notify Name Name Name Notify Name Name Notify Name
	authorize investigation of all statements contained in this application. I understand that disrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of ayment of my wages and salary, be terminated at any time without any previous notice.
	Oate Signature
	listakes Personal Characteristics Suggested

Point to emphasize: This person seems to be trying but doesn't show good judgment to turn such an application in-should have gotten help some way.



* Problem with writing

* No signature

* Education?

* Head injury?

ExamplesExamplesExamplesExamplesExamplesExamplesExamples
--

IJ.	List any physical defects Primary degenerative dementia		
	Were you ever injured? No If yes, give details No		
	In case of emergency notify Sister Maria Montrosa % St. Mary's 8th + Cak Lavel MS 648-1138 Name Name In vision? No In speech? No In speech.		
	I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any previous notice.		
	Date 6-7-87 Signature Jane One		
	Mistakes Personal Characteristics Suggested		
	* Using technical language * Inconsiderate?		
Point to emphasize: Presenting disability information with technical tecreates questions and draws attention to "what's wrong" rather than "wheright."			
14.	PHYSICAL RECORD List any physical defects These gravious are discrimenatory and		
	Were you ever injured? If yes, give details) helico, to answer.		
	Have you any defects in hearing? In vision? In speech?		
	notify history 46 days str. Miller AR 600 -0001		
	I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any previous notice.		
	Date 10-10-87 Signature From Mills		
	Mistakes Personal Characteristics Suggested		
	* None		
	Point to Emphasize: This person has a right to answer these questions in such a way, because the questions are illegal.		
	Note: Don't get into the discrimination issue in-depth at this point but do let the participants react from the employer's viewpoint to facilitate a broader understanding of the issue.		



Guidelines....Guidelines....Guidelines....Guidelines....Guidelines

Activity: How to Best Report Disability Information____

- * Explain to the group that because they are prominent employers with hiring interests in the community they have been asked by a placement officer to speak at the local Rehabilitation Services office to a group of people who are disabled. The topic they are asked to present is "How to Best Present Your Disability on the Job Application Form."
- * Have the triads discuss their ideas and make a list of the points they would present.
- * Allyw 10 minutes.
- * sk triads to report in rotation. List points on flip chart.
- * Summarize as appropriate.



Notes......Notes......Notes......Notes......Notes......Notes......Notes......Notes

Activity: How to Best Report Disability Information_

The purpose of this activity is to help the participants consider options in presenting a disability in a positive manner and to realize the importance of doing so (if they choose to answer these types of questions on JAFs).

Major points the triads should identify are:

1. Be as positive as possible.

Example

Poor: "Hearing problem" Better: "Use hearing aid"

Poor: "Back problems" Better: "Can lift up to 50 lbs."

2. Avoid medical terminology--use your own words to <u>briefly</u> state disability.

Example

Poor: "Have retinitis Better: "Have visual disorder"

pigmentosa"

Poor: "C-5 Quadriplegia" Better: "Have spinal cord injury"

- 3. Don't lie. If the employer is later surprised by your disability at the interview, it could hurt your chances.
- 4. Given that someone should not be applying for a job that they cannot do, attempt to communicate that the disability is not a problem in terms of the specific job.

Example

"Have don: this type of work before and my limited mobility does not present a problem."



Guidelines.....Guidelines.....Guidelines.....Guidelines.....Guidelines.....Guidelines

Optional Activity: Lecture on Discrimination_

Ask the group if, for their companion job, they would only hire a person of a specified 1) sex, 2) age, 3) race, 4) body build, 5) hair color, 6) religion or any other type of characteristic.

Make the following points:

- * If you had something like this in mind and would not consider a person who was the "wrong" sex, color or whatever, you are discriminating.
- * Discrimination is denying someone employment because of some factor such as age that doesn't have anything to do with the person's ability to do the job.
- * Discrimination is a problem for people with disabilities.
- * When employers have a mental picture/visualization of someone for the job, which most people do, seldom do they have in mind a blind person, a person in a wheelchair, or a person with any other disability.
- * Discrimination in employment practices is common.
- * People have a right not to answer discriminatory questions on the JAF.
- * It is fair to specify what the person must be able to do on the job and select on the basis of who can best to the job.

Example: If you wanted to hire someone to unload feed from a box car, you should advertise for someone who can lift 100 pounds repeatedly rather than advertise for a man. A woman who could throw you around all day might apply!

* Facilitate discussion of the issue and maintain a neutral stance on how participants should personally represent the issue. Your commentary should be close to the facts.

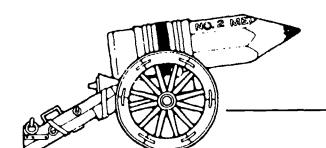


Optional Activity: Lecture on Discrimination_

This activity is presented as "optional" as the objectives of the lesson are very debatable. On the one hand, idealistically, all people applying for jobs would be able to recognize discriminatory questions and practices and would refuse to answer them. On the other hand, and more practically, an individual applicant's pointing out discriminatory questions on a company's JAF and refusing to answer the discriminatory questions would in most instances decrease their chances of getting the particular job. Relatedly, there is the question of who would be in the best position to confront discriminatory employment practices in the community. It is the author's personal opinion that discriminatory employment practices should be confronted. It is also the author's opinion that the people who are likely to be in this training program, as a group, would not be prime candidates for this particular advocacy activity. It is the author's experience with JAF training that program participants frequently discriminate in the pretend hiring situation. Within the time restraints of the program the author has not been very successful in providing information which decreased the disriminatory pretend hiring practices of the trainees.

Perhaps it might be best not to address the discriminatory issue in this particular training context. On the other hand, it is justifiable to provide people with the facts in matters relevant to them and to support individual liberty in such matters. In my personal opinion, the primary danger in addressing the issue is that the training experience could result in some trainees taking a confrontive approach to discriminatory questions on the JAF task and being continually denied employment.

There is an obvious need for discriminatory employment practices to be confronted, but the trainer must ask her/himself if the people participating in the program are suited for the task with only limited preparation? And, is it fair to influence them to do so? I think not. Their options and opportunities for employment are often limited to begin with. If a person is applying for a job she/he needs and wants, there are probably better and more practical forms for advocacy. Also, this program would not prepare participants to serve as effective advocates. If you wish to take a stand on this issue and influence participants (the trainer can often influence the trainees), I would think your primary would point be "it's your choice." I would also think it good advice to suggest that they coordinate their advocacy efforts through a local independent living program or an Equal Employment Opportunity office and point out the probable consequences of independent advocacy action with an employer.



Part Six

References



Guidelines.....Guidelines.....Guidelines.....Guidelines.....Guidelines.....Guidelines.....

Activity: Develop Reference Information Questions____

The training process for the Reference section is the same as the previous section. That is:

- * Give triads ten minutes to determine the questions they would ask.
- * Triads report while instructor lists questions on flip chart.
- * Review examples (Series H5).

Remember to meet the objectives on page 17.



Instructor's Aid

This is a list of items usually requested on the reference section of JAFs. The list includes a reason/rationale for each question and a prompt to solicit the question.

Full name and address

* Need in order to contact

Prompt: You certainly would want the references' names wouldn't you?

Phone number and area code

* Need in order to contact

Prompt: If you wanted to check the reference out, how would you get in contact with the reference?

Type of occupation or relationship

* Reflects type of friends/interests the applicant has

Prompt: Would it be helpful to know the "type" of relationship the applicant has with the reference or what the reference did for a living?

Length of time known

* References from persons who have only been acquainted with the applicant for a brief period of time cannot be given much weight.

Prompt: Would it make any difference if the reference had known the person for one week as opposed to five years?



1. REFERENCES

(Give below the names of three p	ersons not related to you, whom	you have known at le	east one year.)
Name	Address	Business	Years Acquainted
Jonah (Jerry	143 King St.	accountant	10
49 hoon maker	209 Dierce	attorney	15
#I.J. Nooks	315 Bartane	Self-Enx	15

Mistakes

Personal Characteristics Suggested

- * Sloppy
- * Addresses incomplete

- * Careless?
- * Neglectful?

Point to emphasize: Part of an address is no better than no address.

2. REFERENCES

Name	persons not related to you, whom Address	Business	Years Acquainted
	HSRC, 105 Reserve, AND	Counselor	1
Mrs. Anita Jones	1	Teacher	6
Mr. Alvin Green	P.O. Box 1329, Benton, A.	Leighbor-Me	ch. 3

Mistakes

Personal Characteristics Suggested

* None

* Attentive?



3. REFERENCE	
-1 - K P. P P. K P. 131.	

(Give below the names of three pa	ersons not related to you, whom	you have known at le	east one year.
Name	Address	Business	Years Acquainted
Bie Brull	Ct. 2 Box 10 H Songs	Body Those	12
Sam Walston			
		7	

Mistakes

Personal Characteristics Suggested

* Only two references

- * Disinterested?
- * Doesn't have three people who will speak positively of him?

Point to emphasize: Always give the number of references that an application requests.

4. REFERENCES

(Give below the names of three persons not related to you, whom you have known at least one year.)

Name
Address
Business
Acquainted

Thomas Allen

Gob Ararn, St. Hot Sprgs, Whirk Car Sales 6

Ed na Loury

Gob Ararn, St. Hot Sprgs, I-tarry's Constr.

John Falmer

883 Hawthorne, H.S. Minister 10

Mistakes

Personal Characteristics Suggested

* None

* Responsible?



5. REFERENCES

(Give below the names of three persons not related to you, whom you have known at least one year.)

Name	Address	Business	Years Acquainted
So Charles	11.18"S Alan 101	HEATER	0
tolles alle	Jet Sovor Minter	m. Owner	3
Trong Courses	Unnoun	Mackine	10

Mistakes

Personal Characteristics Suggested

- * Hard to read
- * Information not inside boxes
- « Sloppy?
- * Careless?

6. REFERENCES

(Give below the names of three persons not related to you, whom you have known at least one year.)

Name	Address Business	Years Acquainted
Amos Ramsey	713 Ash St., Little Rock Penn Chemical	10
Todd Jamison	513 Bluff St., Camden, AR Attorney	7
Susan Todlock	211 Ivy, St., Malvern, AR Family friend	15

Mistakes

Personal Characteristics Suggested

* None

* Conscientious?

Point to emphasize: The person who had this application typed couldn't write very well. He took the application home and had a friend type it. Creates a good impression--doesn't is application probably would have been thrown out.



7. REFERENCES

(GIVE DELOW the flames of three	ee persons not related to you, who		Years
Name	Address	Rusiness	Acquainted
Warold Dones	(683) Main St., N. Spring, A 767-8526 7190	le Jones Dry Clear	es la
Marker Robles	(223) Center Ave. Hot Sprg.,	AR ABC Chamen	8
John Wright	(103) Pine St., Hot Sprgs. AR 623-6621 7190	, Wright Cleaner	10

Mistakes

Personal Characteristics Suggested

* None

* Obliging?

Point to emphasize: Even added telephone numbers. That comes across as a plus.

8. REFERENCES

(Give below the names of three p	ersons not related to you, whom	you have known at le	east one year.)
Name	Address	Business	Years Acquainted
Dr. Roadd Jones	1073 Central Ave. H.S.	H.S. Med. Ctr	6
	1073 Central Ave. H.S.	H.S. Med. Ctr.	4
Dr. Joseph Minor	698 Park St. L.R. AR	Baptist Med C	tr

Mistakes

Personal Characteristics Suggested

* All references are doctors

* Over concern with illness?

Point to emphasize: The type of references that an applicant lists reflects his/her personal characteristics.



9. REFERENCES

(Give below the names of three pe	ersons not related to you, whom	you have known at le	east one year.)
			Years
Name	Address	Business	Acquainted
Dan Comps	III C. Str. Farton A	e Farmer (Fath	n) 26
Maria Combs	Some	Housewellmor	
Bill Combs		Former uncle	\

Mistakes

Personal Characteristics Suggested

* Used family as references

* Can't follow directions?

Point to emphasize: You can expect relatives to give you a good reference regardless. This person's use of only family references suggests that no one else may speak highly of her.

10. REFERENCES

(Give below the names of three	persons not related to you, whom y	you have known at 1	least one year.)
Name	Address	Business	Years Acquainted
Janice Anderson	Rt. 3. Pouzl AR	None	
Sally Felston	1001 1145 St. 45. AR	Done	2 mo
Carolyn Smle	Apt. 3, Brooks Str. Not R	None	lwf.

Mistakes

Personal Characteristics Suggested

- * "None" for business
- * Lists references known less than a year
- * May have a hard time getting the point of things?
- * Can't follow direction?

Point to emphasize: The idea behind the "business" category is to determine what kind of relationship you had with the person. It carries more weight to list people who have known you for a longer period of time.



11. REFERENCES

Give below the names of three po	ersons not related to you, whom	you have known at le	ust one year.)
Name	Address	Business	Years Acquainted
Michael Cores	Hot Springer	Brkla She Co	7
Paul McAdans	Ritize Renk	Minister	2,
Charl Cackson	Malrenn	Smith Turn	(

Mistakes

Personal Characteristics Suggested

* Incomplete addresses

* Doesn't follow directions, careless?

Point to emphasize: This application is written in long-hand which is usually a mistake, but this person writes so well I'd say it is okay.

12. REFERENCES

(Give below the names of three p	ersons not related to you, whom	you have known at le	east one year.)
Name	Address	Business	Years Acquainted
Pers. James Dodson	1090 Palms Ave. N.S.	Minister	3 yrs.
Revy Paul Phillips	260 Third St., Little Rock	Minister	2 yrs.
Per Mike Stone	9008 "C"St Myra, OK.	Minister	Ceys.

Mistakes

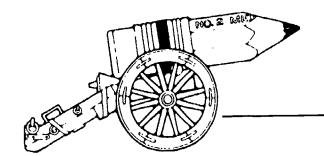
Personal Characteristics Suggested

* All ministers

* Poor judgment?

Point to emphasize: Listing only ministers is the same as listing only family members as references—they are less likely to present a complete picture of your character.





Part Seven

Summary



Guidelines.....Guidelines.....Guidelines.....Guidelines.....Guidelines.....Guidelines

Activity: Making the Final Selection_____

Make final selection by stating:

- * "We have sorted a lot of applications."
- * "Let's say we have 20 JAFs that are in good order."

Question: "What will we use to <u>cut it down</u> to the three or four applicants we will interview?"

* Facilitate discussion.

Answer: "The ones with the right occupational or job skills."

Lecture/Summary

Ask the question: "What is the purpose of the JAF from the employer's point of view?" Facilitate discussion.

Answer: "To sort people out; to cut down on the number of people to be interviewed."

Make the following points:

- 1. The employer does pretty much what we did--look for mistakes and sloppiness and discard all but the ones with the best appearance.
- 2. When you apply for a job and are required to fill out a JAF, your goal should be to <u>look good</u> on paper so you can get an interview.
- 3. If your reading and writing skills are not good enough to do a good job on the JAF, do like the person did who applied for our job; take the JAF home and get someone else to fill it out if that is allowed.
- 4. In some cases you may be able to give the employer a completed personal data sheet that you take with you when you apply for a job. This would be more common with smaller companies. Larger companies usually want your information on their standard JAF.
- 5. If your reading and writing skills are below par, it is possible to improve them to the point where you can do a good job on the JAF. As these skills are important in many areas of life, improving reading and writing skills is a good idea generally.



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Guidelines....Guidelines....Guidelines....Guidelines....Guidelines

Activity: Personal Data Sheet_____

- * Hand out two copies of the Personal Data Sheet to each participant
- * Explain the value of their having a completed Personal Data Sheet.

Options:

- * The participants can comp'te as much of the Personal Data Sheet as they can at this time and fill in the blanks later.
- * They can be instructed to take it with them, get all the needed information and complete on their own. This is a preferred option if they can be given a deadline to submit the completed Personal Data Sheet to you, their counselor or some other person who will check it for correctness.
- * If resources are available, it is helpful to have the completed Personal Data Sheet neatly typed and to provide the client with multiple copies to be used in job seeking.

Post-test

Hand out the JAF and instruct participants to complete the form.

Options:

- 1. As the participants complete the JAF you can correct them and provide onthe-spot feedback and recommendation for improvement.
- 2. You can take up the completed JAFs, correct them later and either you, the counselor or some other appropriate person have a feedback planning session with each client.

Program/Instructor Evaluations

Hand out the program and instructor evaluation forms and instruct participants to complete them.

Checks

As participants hand in their evaluation forms, present each participant with a check which was made out to them in the amount of \$10 million. (Checks to be photocopied, completed and used in the training are included in the Appendix.)

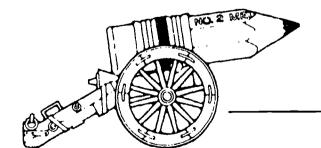


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Checks

You may be able to get your local bank to contribute some "play money" checks.





Appendix



PERSONAL DATA WORKSHEET

Name:					Social Securi	ty No.:
Work Telephone: ()_						:
Present Address:						
Length of time:			-)
Permanent Address:						
Length of time:					Telephone: ()
In case of emergency, n						
, ,						
		Tala	nhone	• ()	()
Physician's Name:						
Physician's Name:						
					Date of last physic	al:
rnone not. ()_					bate of fast physic	a
				Edua	ation	
				Educ	:8(10)	
School/Address	T	1	i	ROM	•	W. i. a.
School/Address	1 mo	yr	1 1110	<u>yr</u>	or degree	Major courses
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100

Special Skills, Abilities, Training, Etc.					
Armed Service					
					
	Emp	loyment	History		
Jobs Held					
Organization Name,	Date		lary	Position/Duties/	Reason for
Address and Phone	From To	Beg.	Ending	Responsibilities	Leaving
		1			1
		! !			
		! !			1
		<u> </u>	!		
		! 1			
		[
]			
Related Medical Information	on				
					
					······································
Nobbies, Leisure Activitie	es, Interests	, Miscel	laneous		
					



	References
1.	
2.	
3.	
4	



F

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION Da	ate	Social	Security Number		
Name			Age	Se	x
Present Address					
Permanent Address				<u>-</u>	
Phone No.		Own Ho	me	Rent	
Date of Birth	Height Weight	Hair	Color	Eye Colo	r
Married Single		Divord		Separat	
Number of Children If related to anyone state Name and Department	Dependents Other than Wife or Child in out employ,	ren		tizen U.S.A. d	Yes No
EDUCATION Nam	e and Location of School	Years Attended	Date Graduated	Subjects	Studied
Grammar School					<u> </u>
High School					
College					
Trade, Business or Correspondence School					
Subjects of Special Study o	r Research Work			· 	
What Foreign Languages do y	ou speak fluently?	R	ead	Write	
V.S. Military or Naval Service Activities other than Relig		Nat	Present Me ional Quard	•	
	, etc.) ATIONS, THE NAME OR CHARACTE EFD, COLOR OR NATIONAL ORIGI			· RACI',	

Continued on Back



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Position		Date vou Can Start		Salary Desired	
		•	may we incresent ampl	•	
Are you amployed now?			escare campa		
Ever applied to this o	company before?	More			Mien
FORMER EMPLOYERS (List	below last four empl	loyers, starting	with mo t r	recent.)	
Date Month and Year	Name and Address of	Limployer	* Salary	Position	Reas o n for Leaving
From			 -		
То			<u> </u>	<u> </u>	
From			: 		
То			<u> </u>		
From			-		
То					
From			-		
То			<u></u>	1	
REFERENCES (Give below the names	of three persons not	related to you.	whom you ha	ave kn o wn at	least one year.
Name	OT CHECK PERSONS HOL	Address		Business	Years Acquainted
PHYSICAL RECORD List any physical	defects				
Were you ever inj	ured? If yes,	give details			
Have you any defe In case of emerge notify		In vi	sion?	In s	peech?
	ame	Aldress	 -		Phone No.
I authorize investig misrepresentation or a and agree that my or payment of my wages a	omission of facts cal uployment is for no d	led for is cause efinite period an	for dismiss d may, re	sal. Further egardless of	the date of
Date	Signature				



Trainee's Evaluation of Program-

ustructor	Program Title						
	Excellent	Very	Good	iverage	Fair	Poor	
1. How appropriate is this pro- gram for helping people pre- pare to get a job?				!			
2. How well do you think the activities in this program will actually help people to improve their ability to get a job?					·		
3. How stimulating and inter- esting did you find the pro- gram and materials?					•		
. How well was the program and materials organized?							
5. How would you rate the balance of activities such as lecturing, demonstrating, practicing, discussions, etc.?							
6. How would you rate the overall value of the program to you personally?							
7. How would you rate the chances that you will use what you have learned in this program?							

9.	The amount of time devoted to this program was:
	too short, about right, or too long.
10.	In what way could we improve the program?

11. Additional comments (use back if necessary):



Trainee's Evaluation of Instructor

Instructor's Name	Title o	f Program				
Directions: Please answer the following possible. We request this info feedback which will allow her/him name on this form. Thank you.	rmation so to improve	that the	instruct	or may	receive	•
A. Rate the instructor on the foll	owing:					
	Excellent	Very Goo	d Average	Fair	Poor	
1. How well did the instructor						

1. How well did the instructor introduce the class and its objectives? 2. How well was the instructor prepared to conduct this class? 3. How well did the instructor manage the class in terms of moving the group, getting
objectives? 2. How well was the instructor prepared to conduct this class? 3. How well did the instructor manage the class in terms of
2. How well was the instructor prepared to conduct this class? 3. How well did the instructor manage the class in terms of
prepared to conduct this class? 3. How well did the instructor manage the class in terms of
class? 3. How well did the instructor manage the class in terms of
3. How well did the instructor manage the class in terms of
manage the class in terms of
moving the group, getting
started on time, etc.?
4. How well did the instructor
present the material in a
concise and understandable
manner?
5. How well did the instructor
demonstrate enthusiasm
throughout the class?
6. How well did the instructor
encourage, praise, or other-
wise help people to get
involved?
7. How well did he intain a
respectful and helpful
manner?
8. How well did the instructor
recognize and accept feelings
of group members?
9. How well did the instructor
communicate to you the free-
dom to express your ideas?
10. How well did the instructor
summarize and clarify major
summarize and clarify major points?
summarize and clarify major points? 11. How well did the instructor
summarize and clarify major points?
summarize and clarify major points? 11. How well did the instructor maintain the interest of the group?
summarize and clarify major points? 11. How well did the instructor maintain the interest of the



B. Point out two things you believe the instructor could work on to improve her/himsel' a an instructor.

c. Additional comments:



Personal Information Examples

1.	PERSONAL INFORMATION	- 4. 65	7	Social S		240 20	11
	Date	7-11-87		-		212-38-	
		ton	£		Age /		x M
	Present Address 5400 SY		Dr.	Lakeside		-7	
	Permanent Address % Rober	ta Dillard	501 E.	Robinson	57.	Vorman,	DK
	Phone No.			Own Home	<u> </u>	Rent	
	Date of Birth	Height 5 8	Weight/	75 Hair Co	olor Br	Eye Colo	160
	Married Single	Widow	ed	Divorce	Ci.	Separat	ed
		Dependents	Other		C:	itizen	Yes
	Number of Children None	than Wife o		n Vone	0:	E U.S.A.	No
	If related to anyone in ou	it employ,			Referre	ed	
	state Name and Department				by		
_					_		
2.	PERSONAL INFORMATION	3-24-87	•	Social Se	Curity Number	432-4	1-1795
		Douglas		viN	Age 3		
	Name DAMUels 1	6x 171.1			Age J	0	<u>×MALE</u>
	Present Address P. D. 3			THE		10	
		DAKLAWN	Ho	t Sprin	J -	M	
		2.146		Own Home		Rent	
	Date of Birth 3-4-48	Height 5/0"		5 Hair Co	10 Draw	Eye Colo	<u>rGreen</u>
	Married Single	Widowe	ed	Divorce		Separat	ed
		Dependents (Ci	tizen	Yes
		than Wife or				U.S.A.	No
	If related to anyone in ou state Name and Department	UA.			Referre		PrINCE
3.	PERSONAL INFORMATION			Social Se	curity	_	_
••	Date Date	7-11-87				16650	14/
	Name Magn	Sea	mesta		Age /	8 Se	× ///
	Present Address	200	Remark	ten	01	0	
	Permanent Address Day	0.	()			
	Phone No. 455-568	-2203		Own Home		Rent	, (
		Height 50	Weight	Hair Co		Eye Col	10
	Married Single	Widowe		Divorced		Separat	od o
				DIVOTORO			
	· · · · · · · · · · · · · · · · · · ·	Dependents (than Wife or		1/2 The	~	tizen U.S.A.	Yes
	If related to anyone in au		7	· / V// / (_	Referre		
	state Name and Department)				by		



4.	Parsonal Information Date	7-11-87	Social Sec	unity 338.9	7-4411
		achob T			Sex Male
	Present Address 281	Lee St.	Allenville	Dr.	
	Permanent Address	I Bex		lenville	Ar
		-4440	Own Hone	Rent	X
	Date of Birth / - 210-4	7Height 58 Wei	ght 130 Hair Col	orBC Eye Co	lor RI
	Married X Single	Widowed	D ivor ced	Separ	
		Dependents Othe	r	Citizen	Yes
	Number of Children 7	than Wife or Ch	ildren Nor X	of U.S.A	. No
	If related to anyone in on state Name and Department	Children of		eferred y Rocker	ahan Dadd
5.	PERSONAL INFORMATION	0 0 \ 40	Social Suc	urity	6
	Date	8-34-81		umber 446-3	8-4411
	Name (Molernon (Janice Ka	ATT A		Sex 🛨
	Present Address	ति केथा चुंगा	4 Mirant		JOI
	Permanent Address Pt.	5 ginapton	U UK	747	01
	Phone No. Work are -410		Own Horne	Rent	
	Date of Birth Cont. 30, 194	6 Height 5'7" Wei	ght Hair Col	or Eye Co	lor Jac
	Married Single	Widowed	Divorced	Separ	ated
	V	Dependents Other		Citizen	Yes
	Number of Children If related to anyone in o	than Wife or Ch		of U.S.A eferred	. No
	state Name and Department	• • •	<u>b</u>	Veugap	erad
					
6.	PERSONAL INFORMATION Date	7-11-87	Social Sec	urity umber 446-35	וכבו
	Name Ashly Stuart (The		•		Sex male
	Present Address Dute		Boyal A		SEX HOLE
	Permanent Address Sam	-	- Inda		
	Phone No. 878-3044		Own Home	Living Rent	
	Date of Birth Por 20. 19	Height 5'9" Wai			10- B1
	Married NO WAY Single Yo		Divorced	Separ	
	Number of Children ???	Dependents Other than Wife or Chi	ildren V o	Citizen of U.S.A	Yes. No
	If related to anyone in o	ut employ,	R	eferred,	
	state Name and Department	No.	b	y No	



1.	PERSONAL INFORMATION	te 8-27-87	Social Secur Num	ty ber 432-01-359
	Name Wylie S	haron Lee		27 Sex F
	Present Address 165		Hot Spring	AR
	Permanent Address	Rothwood	Danaldson.	AR
	Phone No. 986-14	23	Own Home	Rent
	Date of Birth 5-12-	60 Height 5'7 Wei	ght/20 Hair Color	Red Eye Colo Green
	Married Single	Widowed	Divorced	Separated
	•	Dependents Othe	r	Citizen Yes
	Number of Children	than Wife or Ch	ildren hone	of U.S.A. No
	If related to anyone is state Name and Department			erred Coursel
	detect name and boy at the			
8.	PERSONAL INFORMATION		Social Secur	itu
		ite 8-97-87	Num	per 490-26-407
	Name Williams	Muron Dow	Age_	21 Sex/M9LE
	Present Address 22.7	FIM STREET	BENTON.	PR 22902
	Permanent Address 22	TELM STREET	BENTON.	AR 72902
	Phone No. 501 - 29	2-3849	Own Home 👠	O Rent VES
	Date of Birth +19-6	6 Height 5/0 Wei	ght/65 Hair Colo	rowbye ColorBlue
	Married Single	Widowed	Divorced	Separated
		Dependents Othe	r	Citizen Yes
	THE STATE OF THE S	than Wife or Ch		of U.S.A. No
	If related to anyone i state Name and Departm	• • •	keie by_	erred INSTRUCTOR
).	PERSONAL INFORMATION	_	Social Securi	ity Don't have
	Da	ite June		er with me
	Name Shuryers	Danell	Van Age	27 Sex M
	Present Address 2011	Lakeside D	rine Star C	ity MN 30302
	Permanent Address 5	ame	·	
	Phone No. 486-58	2-1163	Own Home	(Rent)
	Date of Birth Col,	760 Height 5/1" Wei	ght 128 Hair Color	B Eye Color B
	Married Single	Widowed	Divorced	Separated
	d	Dependents Other		Citizen Yes
	Number of Children If related to anyone i	than Wife or Ch		of U.S.A. No
	state Name and Departm	_ • •	by by	21 1.GU



Name . TORS "Bunny" Doley Age 25 Sex Fermile Present Address Pot. 1. 203 Elm St. Bonnerschle. AR 33902 Permanent Address Poute 3 Box Fellsville, MISS 23090 Phone No. 767-3838-Call ANVIME Own Home Rent Date of Birth 8-20-6 Height 5'7 Weight // O Hair Color Port Eye Colo Blue. Married Single Very Widowed Divorced Separated Dependents Other Citizen Yesv Number of Children NONE than Wife or Children NONE of U.S.A. No If related to anyone in out employ, Referred state Name and Department by Social Security	10.	Date	8-13-84	Social Secur	ber 493-49-6783
Present Address Oute 3 Box 1 Felsville, MISS 23091 Phone No. 767-3838-Call Advitime Own Home Rent Date of Birth 8-20-6 Reight 7 Weight 10 Hair Color of Eye Colo Bue Married Single Very Widowed Divorced Separated Number of Children NOWE than Wife or Children Now Referred state Name and Department 11. PERSONAL INFORMATION Date Of Birth 3-2-6 Height 7 Weight 3 Hair Color of U.S.A. No If related to anyone in out employ, Widowed Divorced Separated Dependents Other Number of Children Now Referred Single Widowed Divorced Separated Dependents Other Number of Children Citizen Yellow Referred Single Widowed Divorced Separated Dependents Other Number of Children Citizen Yellow Referred Dependents Other Number of Children Children Now Referred Dependents Other Number of Children Children Children Color Repolety Present Address Phone No. 322-328-428-428-428-428-428-428-428-428-428-4			Inmy" Daller		
Permanent Address Route 3 Rox 1 Felsville, MISS 23097 Phone No. 767-3838-Call Advitime Own Home Rent Date of Birth 8-20-60 Height 7 Weight // Hair Color Eye Colo Blue Married Single / Widowed Divorced Separated Dependents Other Of U.S.A. No If related to anyone in out amploy, Social Security of Number of U.S.A. No Present Address / 15 Reserve for Social Security Phone No. 50/-624-44// Own Home Rent Phone Married Single Widowed Divorced Separated Dependents Other Number of Children 1011 than Wife or Children 102 Referred Dependents Other Number of Children 1011 than Wife or Children 102 Referred Social Security of Number of U.S.A. No If related to anyone in out employ, Social Security 2 Referred Dependents Other Number of Children 1011 than Wife or Children 102 Referred Social Security 2 Referred Dependents Other Number of Children 1011 than Wife or Children 102 Referred Social Security 2 Referred Social Security 2 Referred Dependents Other Of U.S.A. No Referred Single Widowed Divorced Separated Dependents Other Own Home Rent Number of Children 102 Height 1 Hair Color Eye Color Men Number of Children Citizen Yee Number of Children Citizen Yee Permanent Address Own Home Rent Date of Birk 3-3-4 Reight 2 Hair Color Eye Color Men Married Single Widowed Divorced Separated Dependents Other Citizen Yee Number of Children Citizen Yee Number of Children Citizen Yee The Widowed Divorced Separated Dependents Other Citizen Yee Number of Children Citizen Yee Number of Children Citizen Yee The Widowed Divorced Separated Dependents Other The Widowed Div		1 11	213 Flm S	2	1 1/1/2000
Phone No. 767-3838-Call AUVIIME Own Home Rent Date of Birth 8-20-6 Heights 7 Weight 10 Hair Color Eye Colo Bue Married Single Very Widowed Divorced Separated Dependents Other Of Children Now Ethan Wife or Children Now E of U.S.A. No If related to anyone in out employ, Social Security Number of U.S.A. No Name Age 23 Sex 17 Present Address 182 182 182 182 182 182 182 182 182 182			2 Bax 1	h 1 1 11	001.00
Date of Birth 8-20-6 Reight 7 Weight 10 Hair Color Eye Color Lie Married Single of Widowed Divorced Separated Dependents Other Official Notice of U.S.A. No If related to anyone in out employ, state Name and Department Date 10-4 Social Security Number of U.S.A. No Name Age 23 Sex 17 Present Address 15 15 MeServe 15 Weight 2 Hair Color Married Single Widowed Divorced Separated Dependents Other Notice of U.S.A. No If related to anyone in out employ, state Name and Department 10 Date of Birth 3-2 Sex 10 Sex			A 11 A		
Number of Children No. 2007 Widowed Divorced Separated Number of Children No. 2007 Number of U.S.A. No. 1 Telated to anyone in out employ, state Name and Department by 11. PERSONAL INFORMATION Date					
Number of Children Mole than Wife or Children If related to anyone in out employ, Social Security Number of Children Name Date Dependents Other Number of Children Date Dat			_		· · · · · · · · · · · · · · · · · · ·
Number of Children Mole than Wife or Children If related to anyone in out employ, Social Security Number of Children Name Date Dependents Other Number of Children Date Dat			Dependents Other		Citizen Yes
11. PERSONAL INFORMATION Name Age Ag			than Wife or Chi		of U.S.A. No
Name Social Security Number Social Security Socia					erred
Name Age Sex Meson Age Age Sex Meson Age Age Sex Meson Age Age Age Sex Meson Age		The state of the s			
Name Age Sex Meson Age Age Sex Meson Age Age Sex Meson Age Age Age Sex Meson Age	11.	PERSONAL INFORMATION	6	Social Secur	itv
Present Address #500 / 500 / 6			8-14-87		*/
Permanent Address 7		Name Jaje Toe	130 A.	Age	2 3 Sex M
Phone No. 58/-624-44// Own Home Rent Date of Birth 3-25-64 Heights Weight 3 Hair Colomograe Colomograe Married Single Widowed Divorced Separated Dependents Other Citizen Yellow Of U.S.A. No If related to anyone in out employ, Referred by 12. PERSONAL INFORMATION Social Security Number 325-696 Name Name Address Angle Sex Present Address Angle Sex Phone No. 332-2000 Own Home Rent Date of Birth 3-34 Height Weight Dhair Colomograe Separated Dependents Other Citizen Yellow Married Single Widowed Divorced Separated Dependents Other Citizen Yellow Mumber of Children than Wife or wildren of U.S.A. No If related to anyone in out employ, Referred		Present Address HSC	15 Keserve	Hot Spring	s. AR 71902
Date of Birth 3-3-6 Height Weight 3 Hair Colomow Re Colomow Married Single Widowed Divorced Separated Dependents Other Citizen Yellow Of U.S.A. No If related to anyone in out employ, state Name and Department Date Social Security Number 3750099 Name Date Age Sex Present Address Age Sex Phone No. 232-273 Own Home Rent Date of Birth 3-3-51 Height Date Widowed Divorced Separated Dependents Other Citizen Yellow Married Single Widowed Divorced Separated Dependents Other Citizen Yellow Married Single Widowed Divorced Separated Dependents Other Citizen Yellow Married Single Widowed Divorced Separated Dependents Other Citizen Yellow Married Single Widowed Divorced Separated Dependents Other Citizen Yellow Married Separated Dependents Other Citizen Yellow Married Single Widowed Divorced Separated Number of Children Than Wife or wildren Of U.S.A. No If related to anyone in out employ, Referred		Permanent Address	130x 261 15	agal AR	71968
Dependents Other Number of Children Dependents Other Number of Children On than Wife or Children On than Wife or Children Social Security Number of Children Date Name Date Name Personal Information Date		Phone No. 50/-62!	4-4411	Own Home	Rent St
Dependents Other Number of Children Number of Children Number of Children If related to anyone in out employ, state Name and Department Date Name Na		Date of Birth 3-25-6	√ Height5′′′ Weight	t/3 Hair Col	rowne colongeer
Number of Children 100 than Wife or Children 100 of U.S.A. No If related to anyone in out employ, State Name and Department 100 by 12. PERSONAL INFORMATION Name Name Present Address Phone No. 23222 Own Home Date of Birk 100 Weight Chair Color Eye Color Own Married Single Widowed Divorced Separated Number of Children than Wife or wildren of U.S.A. No If related to anyone in out employ, Referred		Married single	Widowed	Divorced	Separated
If related to anyone in out employ, state Name and Department 12. PERSONAL INFORMATION Name Name Date Present Address Phone No. Date Date of Bir Date Dependents Other Number of Children Than Wife or wildren Referred by Referred by Number of U.S.A. No Referred Department Double Referred Department Date Own Home Rent Dependents Other Citizen Own Home Citizen Own Home Rent Dependents Other Than Wife or wildren Own Home Referred Dependents Other Referred Own Home Rent Dependents Other Referred Number of Children Than Wife or wildren Referred			Dependents Other		Citizen Ye
Name Date Date Social Security Number of Children In Single Security Dependents Other Citizen Yes Number of Children In Out employ, Referred Social Security Number of Social Security Number of Over Home Social Security Number of U.S.A. No Referred Social Security Number of Security Number of U.S.A. No Referred Social Security Number of Security Number of Security Number of Security Number of Over Security Numbe					
Name Date Date Number 3750099 Name Date Date Number 3750099 Permanent Address Dependents Other Citizen Yellow The Number of Children Than Wife or wildren Of U.S.A. No If related to anyone in out employ, Referred					erred
Name Name Number Nu					
Present Address Permanent Address Phone No. 232-2 Own Home Rent Date of Bir 332-3 Weight Bhair Color Eye Color Men Married Single Widowed Divorced Separated Dependents Other Citizen Yee Number of Children than Wife or mildren of U.S.A. No If related to anyone in out employ, Referred	12.	PERSONAL INFORMATION	C 2-5	Social Securi	itya- 17 haar
Permanent Address Phone No. 2332-27 Own Home Rent Date of Bir 332-37 Weight Dhair Color Eye Color Ment Married Single Widowed Divorced Separated Dependents Other Citizen Yellow Color		Date	1,75,7	Numl	32560099
Phone No. 232-200 Own Home Rent Date of Birks Single Widowed Divorced Separated Dependents Other Citizen Yellow Number of Children than Wife or wildren of U.S.A. No If related to anyone in out employ, Referred		Name DALLEY	NE CONTRACTOR OF THE PARTY OF T	Age	Sex -
Phone No. 232-27 Own Home Rent Date of Bir 1-3-51 Height Weight Dhair Color Eye Color Men Married Single Widowed Divorced Separated Dependents Other Citizen Yellow Color C		Present Address		11 A Vekin,	170
Married Single Widowed Divorced Separated Dependents Other Citizen Yellow Mumber of Children than Wife or mildren of U.S.A. No If related to anyone in out employ, Referred		Permanent Address	Ve Cour al	H	
Married Single Widowed Divorced Separated Dependents Other Citizen Year Number of Children than Wife or mildren of U.S.A. No If related to anyone in out employ, Referred		Phone No. 336	1-2778	Own Home	Rent
Dependents Other Citizen Yee Number of Children than Wife or mildren of U.S.A. No If related to anyone in out employ, Referred		Date of Bires	Height 6 Weigh	t D Hair Color	Eye Colo Expen
Number of Children than Wife or mildren of U.S.A. No If related to anyone in out employ, Referred		Married Single	Widowed	Divorced	Separated
If related to anyone in out employ, Referred		$\overline{}$			Citizen Ye



13.	PERSONAL INFORMATION		Social Securit	·
	Date	8-31-87	Numbe	= 438-41-8145
	Name Lowe Barbara		Age	28 Sex F
	Present Address 127 S	outh St. Hat S	prious, AR	71902
	Permanent Address	Same		
	Phone No. 623-894	2	Own Home X	Rent
	Date of Birth 6-3-54	Height 56 Weight 12	Hair ColorB	ColorGran
	Married X Single	Widowed	Divorced	Separated
		Dependents Other		Citizen Yes
	Number of Children 2 If related to anyone in o	than Wife or Children	None Refer	of U.S.A. No
	state Name and Department		by	Mary Snow
14.	PERSONAL INFORMATION		Social Securit	ty
	Date	8-79-87	Numbe	1281-45-2161
	Name Doere	ohna.	Age	Sex
	Present Address 9890	3rd street	e Hot	Soma AR
	Permanent Address	2		, ,
	Phone No. 481-	612-3	Own Home	Rent
	Date of Birth 6-30-51	Height 5 9 Weight 16	A Hair Color	3 Eye Color 3
	Married Single	Widowed	Divorced	Separate VES
		Dependents Other		Citizen Yes
	Number of Children	than Wife or Children		of U.S.A. No
	If related to anyone in or state Name and Department	ut employ,	Refe _l by	red - Women
	Scace Name and Department		- бу	
16	DED COMAY THEODMARYON	0	Casial Casumit	-
19.	PERSONAL INFORMATION Date	8-15-87	Social Securit Numbe	=321-60 6057
	Name Doceole	7)	Age	10.1
		Musteet L	at Son	GS AR
	Permanent Address	t	•	J
	Phone No.	3-4567	Own Home 1/D	Rent Sur?
	Phone No. !2	3-4567 Height 6' Weight 1/68	Own Home ND	
	Phone No. !2	Height 6' Weight/68	Hair Cology	perfiye Color Plue
	Phone No. !2	Height 6' Weight/68	•	Separated
	Phone No. 12 Date of Birth Married No Way Single You	Height 6' Weight/68 Weight/68 Weight/68 Dependents Other	Hair Cology Divorced	Separated Citizen Yes
	Phone No. !2	Height 6 Weight 6 Wei	Hair Cology Divorced	Separated Citizen Yes of U.S.A. No



SERIES H-2 Education/Training/Skills Examples

1. EDUCATION	Name and Location of School	Years Attended	Date Graduated	Subjects Studied
Grammar School	Mockae Elementary No Little Rock, AR	6	1971	General
High School	Atkins Public Schools Atkins, AR	6	1977	Biology French
College	University of Arkansas Faretteville, AR	4	1981	rsychology Majer Acclang-Mina
Trade, Business or Correspondence School	N/A	N/A	NJA	NIA
Subjects of Special	Study or Research Work Indep	endent	study	<u>in</u>
What Foreign Langue U.S. Military or	100	mesta	Some Present Me	Write NO
Naval Service Activities other th	NA Rank NA		ional Guard	or Reserves WA
(Civic, Athletic, Excluding	Fraternal, etc.) / CAVE Enteronal, etc.) / CAVE Enteronal or Character CREED, COLOR OR NATIONAL ORIGIN	OF ITS MEM	DICATES THE BERS	RAGE,
EDITO A TROOT	1	1 :	1	
EDUCATION	Name and Location of School	Years Attended	Date Graduated	Subjects Studied
Grammar School	Mr. Roe Clementary		Graduated	
			Graduated	General Accounting
	Morth Little Rock, AB Atkins High School Atkins, AR		Graduated	Soneral Accounting Business
Grammar School	Morsh Little Rock, AR Atkins High School Atkins, AR University of Arkansas	Attended	1971	General Accounting Business
Grammar School High School College Trade, Business or Correspondence	Morth Little Rock, AB Atkins High School Atkins, AR	Attended G 4	1927 1981	General Accounting Business Major-Busines
Grammar School High School College Trade, Business or Correspondence School	Marsh Little Rock, AR Atkins High School Atkins, AR University of Arkansas Fayetteville, AR N/A	Attended	1971	General Accounting Business Major-Busines
Grammar School High School College Trade, Business or Correspondence School	Morsh Little Rock, AB Atkins High School Atkins, AR University of Arkansas FayeHeville, AR	Attended G 4	1927 1981	General Accounting Business Major-Busines
Grammar School High School College Trade, Business or Correspondence School Subjects of Special	Marsh Little Rock, AR Atkins High School Atkins, AR University of Arkansas Fayetteville, AR N/A	Attended G N/A	1971 1977 1981 NJA	General Accounting Business Major-Busines Minor-Computa N/A Write N/A
Grammar School High School College Trade, Business or Correspondence School Subjects of Special What Foreign Langua U.S. Military or Naval Service	Morsh Little Rock, AR Atkins High School Atkins, AR University of Arkansas Fayetteville, AR N/A Study or Research Work None Research Work None Research Work None	Attended 6 4 N/A	Graduated /97/ /977 /98/ MA Present Me	General Accounting Business Major-Busines Minor-Compute
Grammar School High School College Trade, Business or Correspondence School Subjects of Special What Foreign Langua U.S. Military or Naval Service Activities other the Civic, Athletic, F	Morsh Little Rock, AR Atkins High School Atkins AR University of Arkansas Fayetteville, AR N/A Study or Research Work None Ages do you speak fluently? N/A Rank N/A Rank N/A	Attended G W/A Re Nat:	Graduated /97/ /97/ /98/ /98/ MIA Present Me ional Quard	Seneral Accounting Business Major-Busines Minor-Compute N/A Write N/A mbership in or Reserves N/A



3.	EDUCATION	Name, and Location of School	Years Attended	Date Graduated	Subjects Studied
	Grannar School	Olympia	8	1971	Required
	High School		4	1975	Premed
	College	T		1 - 1	
	Trade, Business or Correspondence School	Sack Jech	2	1978	Lacretarial
	Subjects of Special	Study or Research Work Supu	ig hi	nath	
	U.S. Military or Naval Service	ges do you speak fluently? The No		ead Present Me	Write mbership in or Reserves
	Activities other th (Civic, Athletic, F EXCLUDE			, ,	-RACE,
4.	EDUCATION	Name and Location of School	Years Attended	Date Graduated	Subjects Studied
4.]		BENTON ELEMENTARY	Attended	Graduated	
4. :	EDUCATION Grammar School	BENTON ELEMENTARY BENTON AR	Attended		Subjects Studied
4. :		BENTON ELEMENTARY	Attended	Graduated 5-28-75	Basic
4.	Grammar School	BENTON ELEMENTARY BENTON-Westside H.S.	Attended 1-8	Graduated 5-28-79	Basic
4.	Grammar School High School	BENTON ELEMENTARY BENTON-Westside H.S.	Attended 1-8	Graduated 5-28-79	Basic
4.	Grammar School High School College Trade, Business or Correspondence School	BENTON ELEMENTARY BENTON AR BENTON-WestSIDE H.S. BENTON, AR Hot SpringsReHAB Cente	Attended 1-8	Graduated 5-28-79 5-22-82	BUILDING MaINTENALUE
4. :	Grammar School High School College Trade, Business or Correspondence School Subjects of Special What Foreign Language	BENTON ELEMENTARY BENTON AR BENTON-Westside H.S. BENTON, AR Hot Springs ReHAB Center Hot Springs, ARKANSAS	Attended 1-8 9-12 ENG	7-3-87 INE R	BUILDING MAINTENANCE PROGRAM CPAIR
4. :	Grammar School High School College Trade, Business or Correspondence School Subjects of Special What Foreign Languagues U.S. Military or Naval Service	BENTON ELEMENTARY BENTON AR BENTON-Westside H.S. BENTON, AR Hot Springs ReHAB Center Hot Springs, ARKANSAS Study or Research Work Small Research Work NONE NO Rank	Attended 1-8 9-12 ENG Re Nati	Graduated 5-28-79 5-22-82 7-3-87 INE Radianal Present Mar	BUILDING MAINTENAIXE PROGRAM CPAIR Write mbership in or Reserves 116



5.	EDUCATION	Name and Location of School	Years Attended	Date Graduated	Subjects Studied
		CAKLAWN BONS SCHOOL	8 yrs.	May	
	Græmmar School	WESTFALLS, OHIO	1953 -	1961	GENERAL
		Hot Springs High School	4 yrs.	may	
	High School	Hot Springs AR	1961-1965	, ,	GENERAL
		HENDERSON BROWN College	e Sept	May	
	College	orange Springs, TX	- may 1969	1969	Psychology
	Trade, Business or Correspondence School	BODY + FENDER KENTER QUADAW VO-TECH HOTSOMS	Aug.79	Aug 80	Body + Fender Repair
		Study or Research Work NONE			
	U.S. Military or	ges do you speak fluently? Ferm	1		Write V
	Naval Service V Activities other th	an Religious	Nat:	ional Guard (or Reserves No
	(Civic, Athletic, F	ORGANIZATIONS, THE NAME OR CHARACTER	OF WHICH I	NDICATES THE	RACE,
		CREED, COLOR OR NATIONAL ORIGIN	OF I'IS MEM	BERS	
		1	Years	Date	ı l
6.	EDUCATION	Name and Location of School	Attended	Graduated	Subjects Studied
		Preasant Hill Elementary	965-	May	
	Grammar School	Pearcy, AR	1971	1971	(reneral
		Lake Hamilton Wigh School	1971-	May 1979	Business
	High School	Henderson State University	1977	1979, Mai	
	Caller	Arkadelphia Ac	7	AA IXGGE	1 ' ;] } '
	College Trade, Business or	None	1	1	
	Correspondence School	IV ONE			
	Subjects of Special	Study or Research Work Word C	CULESTIN	4	
		1			
		ges do you speak fluently? None	R	ead W	Write MA
	U.S. Military or Naval Service	ND Rank NA	Nat	ional Guard	or Reserves No
	Activities other the (Civic, Athletic, F	raternal, etc.) Juy Cettes ORCANIZATIONS, THE NAME OR CHARACIES	Ar Mureu T	NIDYCANOS WIE	RACE
	EXCLUDE	CREED, COLOR CT. NATIONAL ORIGIN	OF ITS MEM	BERS	



7.	EDUCATION	Name and Location of School	Years Attended	Date Graduated	Subjects Studi	.ed
		alling Elementary	1			
	Grammar School	Little Bolk, HA	<u> </u>			-
	High School					_
	College					
		Petite Jean Va-tech				
	Trade, Business or Correspondence			icna	10-1	.
	School	Morritton, AR		1979	HCcount	
	Subjects of Special	Study or Research Work Acting	142	od to	urland Co	<u> </u>
	Community	College	, 			
		ges do you speak fluently? None	R	ead NO	Write No	
	U.S. Military or Naval Service	NO Rank	Nat	Present Me ional Guard	mbership in or Reserves	
	Activities other th	an Religious	-			
	(Civic, Athletic, F) EXCLUDE	ORGANIZATIONS, THE NAME OR CHARACTER	OF WHICH I	WICATES THE	RACE,	
		CREED, COLOR OR NATIONAL ORIGIN	OF ITS MEM	BERS		
В.	EDUCATION		Years	Date		
		Name and Location of School	Attended	Graduated	Subjects Studi	.00
						}
	Grammar School		ļ 			4
		Harton High such		İ		
	High School	Headon SR	5			
			1			
	College			<u> </u>		ᅱ
	Trade, Business or Correspondence					j
	School		<u> </u>			
	Subjects of Special	Study or Research Work	x2			
			V		-	
	that Foreign Tongue	and do you appell flyanting ()	<u>, λ</u> ,	ead Ves	Write VC	
	U.S. Military or	ges do you speak fluently? Enalis		Present Me	mbership in	
	Naval Service Activities other th	Rank	Nat	ional Guard	or Reserves	
	فلبا لمتالمان تنتهمونمهمونمه					
	(Civic, Athletic, F.	ratemal, etc.)	<u>ለድ የቁጥሥ፣ ዓ</u>	MYChnee ne	DACE	
	(Civic, Athletic, F	raternal, etc.) ORGANIZATIONS, THE NAME OR CHARACTER CREED, COLOR OR LATIONAL ORIGIN	OF WHICH I	NDICATES THE BERS	RACE,	



9.	EDUCATION	Name and Location of School	Years Attended	Date Graduated	Subjects Studied
		(Poring 1 c fo		- GRAGALE CON	John Jeeus Starley
	Oroman School	The Tries			
	Grammar School				Aug Duche
		pring Lake High		1	Science
	High School		0	1981	Science
	College				
	Trade, Business or		į		
	Correspondence School				
	Subjects of Special	Study or Research Work	/ 11/A:	CHINO	<u> </u>
	sabjeces of special	Deady of Association more		<u> </u>	/
		·	1/60		C.I.
	U.S. Military or	iges do you speak fluently?		Present Me	
	Naval Service Activities other th	NO Rank van Religious		ional Guard	or Reserves
	(Civic, Athletic, F			חזר איינים יינור	DACE
		CREED, COLOR OR NATIONAL ORIGIN			MOE,
				_ 	
10.	EDUCATION	<u> </u>	Years	Date	i
- ••		Name and Location of School	Attended	Graduated	Subjects Studied
		Lake Hamelton			
	Grammar School	Cake Hamelton aR	6		
		Cake Hamelton High	1		Science
	High School	Lakettamelton AR		1918	Scince History
					7
	213.22				1 1
	wilege			na sa sa nasa tahanga sa sa	
	Trade, Business or Correspondence	Garland Co. College			,
	<u> </u>	Hot Springs, AR		1981	1345ines
	Subjects of Special	Study or Research Work NO			
					······································
		ges do you speak fluently? No	Re	ad	Write
	U.S. Military or Naval Service	No Rank	Nati	Present Mer onal Quard o	nbership in or Reserves No
	Activities other the (Civic, Athletic, F	an Religious	1		
	EXCLUDE	ORGANIZATIONS, THE NAME OR CHARACTER		DICATES THE	RACE,
		CREED, COLOR OR NATIONAL ORIGIN	OF ITS MEMB	ERS	



٠.	EDUCATION	Name and Location of School	Years Attended	Date Graduated	Subjects Studied
		Saint Johns			
	Grammar School				
		Cutter Morning Star			0
	High School	J	6	1976	GENERAL
			 		
	College				
	Trade, Business or Correspondence	GARLAND COUNTY	/		
	School Subjects of Special	Study or Research Work VONE			
				-	
		ages do you speak fluently? VOV	E R	ead	Write
	U.S. Military or Naval Service	ND Rank	Nat		or Reserves
	Activities other the (Civic, Athletic, FXCIII)		OF WHOLE	Sight	seeing
		CREED, COLOR OR NATIONAL ORIGIN	OF ITS MEM	BERS	AZZ,
				-	4.4
2.	EDUCATION	Name and Location of School	Years Attended	Date Graduated	Subjects Studied
		Dandarelle Elementary			
		LIKENETE CIPMENTONY	1		1
	Grammar School	Dardonelle, AR	6		
		Dardonelle AR Dardonelle High School	1/2	1974	m-4
	Grammar School High School	Dardonelle, AR Dordonelle, High School Dordonelle, AR	6	1974	Math
		Dandonelle, AR Dardonelle, High School Dardonelle, AR Arkansas Tech Univ.	6	1974	Math Major IN COMPUTER
	High School	Dardonelle, AR Dordonelle, High School Dordonelle, AR			Math Major IN COMPUTER
	College Trade, Business or Correspondence School	Dardonnelle, AR Dardonelle, High School Dardonelle, AR Arkansas Tech Univ. Russellville, AR	4	1978	Major IN COMPUTER
	College Trade, Business or Correspondence School Subjects of Special	Dardonelle AR Dardonelle High School Dardonelle AR Arkansas Tech Univ. Russelluille, AR Study or Research Work Parson	4 con	1978	Major IN COMPUTER
	College Trade, Business or Correspondence School Subjects of Special What Foreign Langua	Dardonnelle, AR Dardonelle, High School Dardonelle, AR Arkansas Tech Univ. Russellville, AR	4 Con	1978	Major IN Computer Orogramming Write
	College Trade, Business or Correspondence School Subjects of Special What Foreign Langua U.S. Military or Naval Service	Dardonelle AR Dardonelle AR Arkansas Tech Univ. Russelluille, AR Study or Research Work Arsan Vickoramputer System ages do you speak fluently? None Mark	4 Con	1978	Major IN Computer Computer Write More than the second of the second o
	College Trade, Business or Correspondence School Subjects of Special What Foreign Langua U.S. Military or Naval Service Activities other the Civic, Athletic, F	Dardonelle AR Dardonelle High School Dardonelle AR Arkansas Tech Univ. Russelville, AR Study or Research Work Parson Georganpufer System ages do you speak fluently? None Rank Rank	Con S Inc R Nat	ead Present Maional Quard	Major IN Computer Orogramming Write mbership in or Reserves



Employment History Examples

I.	EMPLOYMENT DESIRED			•		
	Position Pers	anal attendant	Date you Can Start	ASAF	Salar Desire	30,000
	Are you employed n	ow? Ves		may we inqu resent emplo		Ves
	Ever applied to th	is company before? No Wh	ere NIA		i Miliadiya wasan ka waxa da wa nayab an na	When NIA
	FORMER EMPLOYERS (List below last four employe	rs, starting	with most re	ecent.)	
	Date Month and Year	Name and Address of En	ployer	Salary	Position	Reason for Leaving
	From 7 15-85	Leonas Kiada	15		Pesonal	Mr. Kiadas
		Box 90, Amity Rd.	H.S.	30,000	Aid	is termi-
	_	Nathaniel Mi				Financial
		Lafayette LA	19 28%	34520	Butter	Cutback
	From 9-5-74		and a	<i>U 1, U</i>	Besit	Toaccas
	то 2-17-79	Rode Parca L	(4M2)382-	28700	Chal	hotter int
		- 101 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		BKY, 700	Sign	2114 100
	From					
	To					
2.	Position Perso	inal Assistant	Date you Can Start O	ust give present	notice job Salar Desired	a negotiable
	Are you employed n		•	may we inquesent emplo	rire of	ies
			ere N/A		Y	When NIA
	Ever appraise to an	25 64.02.9 502020. 110	TY A	 		***************************************
	FORMER EMPLOYERS (List below last four employe	rs, starting v	with most re	ecent.)	
	Date	N 1 A11	-1	0.1		Reason for
	Month and Year	Name and Address of Em		Salary	Position	Descartly
	From 8-15-87	1110	32-4532	\$5.00	House Keeper	Presently employed
	To Date	Hot Springs, AR		<u>hr.</u>	LCC P-	E mpioque
	From 7-3-87	Bonnie Baskin	941-6107		House	temporary
	To 8-10-87	tountain Lake, It	K	4450.	Sitting	70P
	From 4-17-47	Girl Friday 624.	4010	\$6.00	Temporar	company staff
	To 6-30-87	Hot Springs, AR		hr.	Secretary	reduction
	From 11-16-86	Jamie Bay 93:	2-1107	\$3.25	Baby	Child enter
	to 3-20-87	Mountain Pine AR		hr.	Sitter	ore-school



3.	EMPLOYMENT DESIRED					, Would like
	Position ASS	istant	Date you Can Start	Today	Desire	to discuss
	Are you employed n	ow? ND	If so your	, may we indo present emplo	nire of	NJA
	Ever applied to the	is company before? NO	Where]	V/A		When N/A
	FURNER EMPLOYERS (1	List below last four empl	oyers, starting	with most re	ecent.)	·
	Date Month and Year	Name and Address of	Employer	Salary	Position	Reason for Leaving
	From 3-1-86	~~	(unale)	\$4.00		To find
	To 8-15-87	Rt. 7, Hollis	, AR	Hour	Helper	better
	From 2-20-84	Joe Gaines		#120.	Farm	To work
	To 2-29-86	Rt. 7, Hollis.	AR	WK.	WORK	for Uncle
	From					
	То					
	From				,	
	То					
4.						
	Position	1; d	Date you	Immediat	Salary	3-4 cm
	Position (-	tiel n()	If so	mmediation, in we inqui	ire of	1 24,000
	Position (- Are you employed no	ow? NO	If so your	mme dia la mana me dia mendia	ire of	
	Position (-	ow? NO	If so	, m√ we inqu	ire of	1 2-4,000 When
	Position (- Are you employed note that the state of the s	ow? NO	If so your Where	, may we inqu presses emplo	uird of oyer?	
	Position (- Are you employed note that the state of the s	ow? NO	If so your Where oyers, starting	, may we inqu presses emplo	uird of oyer?	
	Position Are you employed not be represented to the property of the property	is company before? ND List below last four empl Name and Address of	If so your Where oyers, starting	with most re	ecent.)	Reason for Leaving
	Position Are you employed not be represented to the party p	is company before? ND List below last four empl Name and Address of	If so your Where oyers, starting	with most re	ecent.)	Reason for Leaving Desired Full-time
	Position Are you employed not be represented to the position FORMER EMPLOYERS (1) Date Month and Year From (1) -85	is company before? ND List below last four empl Name and Address of Area Agency on Hotsprings, Af	If so your Where oyers, starting	with most re	Position Volunted Falor +	Reason for Leaving Desired Full-time
	Position Are you employed not be represented to the position FURTER EMPLOYERS (1) Date Month and Year From CH - 85	is company before? NO List below last four empl Name and Address of Area Agency on Hotsprings, Af Community Community	If so your Where oyers, starting Employer Aging nection6	with most re	ecent.) Position	Reason for Leaving Desired Pull-time Wonk
	Position Are you employed not be represented to the position FURTHER EMPLOYERS (1) Date Month and Year From CH -85 To Sept. 85 From Upe -84	is company before? NO List below last four empl Name and Address of Area Agency on Hotsprings, Af Community Community	If so your Where oyers, starting Employer Aging	with most re	Position Voluntar Galort + Aid for	Reason for Leaving Desired Full-time Wonk Imarnied Imarnied Desired Desired
	Position Are you employed not be represented to the position FURNER EMPLOYERS (1) Date Month and Year From CH - 85 To Sept 85 From Une - 84 To Cach- 85	is company before? ND List below last four empl Name and Address of Area Agency on Hotsprings, Af Community Car For the Aging, Hosping	If so your Where oyers, starting Employer Aging nection6	with most re	Position Volunter FSIONT + Aid for Elderly	Reason for Leaving Desired Full-time Wonk Imarried Though
	Position Are you employed not be Ever applied to the Ever applied to the Date Month and Year From Cy - 85 To Sept 85 From Lune - 84 To Cach - 85 From Feb - 83	is company before? ND List below last four empl Name and Address of Area Agency on Hotsprings, Af Community Con For the Aging, A Shint Anthony	If so your Where oyers, starting Employer Aging nections arnison phainsas Hosp.	with most re Salary G.200	Position Volunter Estant + Aid for Elderly Nurses	Reason for Leaving Desired Full-time Wonk Imarried Thought Desired Though



J.	EFFIDIFERI IESIRED	1' (to 100 /	Salary	
	Position	cature Decretains		Desired 7	_
	Are you employed no	OM?	If so, may we inquire your present empl	oyer?	_
	Ever applied to thi	is company before? Where		Minen	_
		,,			
	FORMER EMPLOYERS (I	List below last four employers,	starting with most r		-
	Date Month and Year	Home and Address of Employ	yer Salary	Reason for Leaving	
	From 7+30-	Prence Do	Q ₁ .	ampapu	4
	To 7-30-87		12.000	oc Hankrupt	1
	From 5-1-83	Kranew	nc	2000 etter	-) <u>,</u>
	To 0-1-86		10.000	Talkopper job	_
	From 3-1-29	On C. Agnn		Other Better	_
	To 2 - 2 - 8	3()	() 8 500	Clark offer	Į
	From			1 00	
	То				_
					-
6.	PERIODENT DESIRED	, ,) , De	ate you Within	Salary	
	Position Perso		If so, may we inc		
	Are you employed no		your present empl	7	-
	Ever applied to thi	is company before? VO Where		When	-
	FORMER EMPLOYERS (1	List below last four employers,	starting with most r	recent.)	_
	Date		1 0 7	Reason for	•
	Month and Year	Name and Address of Employ	• 1	Position Leaving Columbia	
	From Nev 81	Dant Mary's 1705		Cureer	
	To Tresent	175VI., FIT 968-	3400 18720	Change in	<u>-</u>
	From NOV.	DI NO GIL 2	141	Murce Position	
	To NOV. 81	175VI., FID 768-3	400 14,500	Had caine	<u>1</u>
	From 1-eb. 75 To NOV. 78		tes in a	nursing degr	ee
	To IVOV, / O	1 KSVI #K 761-13	62 10,900	Secretary entermed	dica
		11200)	10, 100	Field	d
	From	1		Field	d.



7.	EMPLOYMENT DESIRED					
	Position Scc.	retary	Date you Can Start	1-15-8		\$1,000 mo.
	Are you employed no	\mathcal{L}	If so, your p	may we inquesent empl	uire of oyer?	NIA
	Ever applied to the	is company before? N	8 Where	DIA		When N/A
	FORMER EMPLOYERS (1	List below last four en	ployers, starting	with most r	ecent.)	
	Date Month and Year	Name and Address	of Employer	Salary	Position	Reason for Leaving
	From Jan. 1981	Quick Car	Sales	1,00000		Went out
	TO MAY 1987	119 "B" street	Hot Spras.	mo.	Secretary	of Business
	From Feb. 1980	Harry's Consta		850.00		laid Off
		209Wine Ave	, Hot prigs	mo	See Le Jar	1 Business Slow
	From			1		
	To					
	From			}		
	To					
8.	EMPLOYMENT DESIRED		Date you		Salary	
	Position		Can Start	mail in ina	Desire	
	Ave sees emilesed es	ow?		may we inq present empl		
	Are you employed no	<u></u>				
		is company before?	Where			When
	Ever applied to the	is company before?		with most re	ecent.)	When
	Ever applied to the FORMER EMPLOYERS (1			with most r	ecent.)	
	Ever applied to the	is company before?	ployers, starting	with most r	Position	When Reason for Leaving
	Ever applied to the FORMER EMPLOYERS (I	is company before?	ployers, starting			Reason for
	Ever applied to the FORMER EMPLOYERS (1 Date Month and Year	is company before?	ployers, starting			Reason for
	FORMER EMPLOYERS (I Date Month and Year From	is company before?	ployers, starting			Reason for
	FORMER EMPLOYERS (I Date Month and Year From	is company before?	ployers, starting			Reason for
	FORMER EMPLOYERS (I Date Month and Year From To From.	is company before?	ployers, starting			Reason for
	FORMER EMPLOYERS (I Date Month and Year From To From.	is company before?	ployers, starting			Reason for
	FORMER EMPLOYERS (I Date Month and Year From To From To From	is company before?	ployers, starting			Reason for



9.	Position		Date you Can Start /	4DVTIO	ME Salary Desired	y i
	Are you employed no	ow? ND	If so, your p	may we inqueresent emplo	uire of oyer?	
		is company before? $1/0$	Where			When
	FURMER EMPLOYERS ()	List below last four empl	oyers, starting	with most re	ecent.)	
	Date Month and Year	Name and Address of	Employer	Salary	Position	Reason for Leaving
	From	Self emp	loyed	.		
	То					
	From		· _ · · · · · · · · · · · · · · · · · ·			
	То		والمنافقة المنافقة المنافقة والمنافقة والمنافق			
	From		وبالأكليات المتناف الم			
	То					
	From					
	То					
10.	EMPLOYMENT DESIRED		Date you		Salary	, C
	Position Hou	isekeeper	Can Start	may we inqu	Desired	
	Are you employed no		your p	resent emplo		N/A
	Ever applied to thi	is company before? No	Where			When
	FORMER EMPLOYERS (I	List below last four emplo	oyers, starting	with most re	ecent.)	
	Date Month and Year	Name and Address of	Employer	Salary	Position	Reason for Leaving
	From 9-1-85	HolidayInn		21200	House-	Return
	To 4-2-87	Rt. 3. Buzz Win	isor KS 61130	week	Krepor	C. No.
	From 8-12-85	SparklesCle	Ening Saylo	-,50.00	1-101.5	· witer
	To 8-30-85	8th & Grand		Wes K	12:420	- Job
	From M/A	,				
	To /		-			
	From					
	To					



11.	AMPLOYMENT DESTRED					
	Position S	les	Date you Can Start		Salar Desire	
	Are you employed no	ow? MO	If so, your p	may we inq resent empl	uire of oyer? -	
	Ever applied to the	is company before? / OWh	ere			When
	FURTER EPPLOYEES ()	List below last four employe	rs, starting	with most r	ecent.)	irita or mir direce as a minis publicações agas, mos de
	Date Month and Year	Name and Address of Em	ployer	Salary	Position	Reason for Leaving
	From 2-1-87	Bris Stere	05	Not	C .	+mprove
	To 4-6-87	Georgetown Corner	ton Rauge	Enougla)2/es	Skills
	From 9-1-86	Hubbards Dy	of Store	3.05	+	Thought
	To 12-20-KL	Breckeridge Stop	ping CHG	hr.	Clerk	works of
	From 7-1-86	Speedy Cor	WESH	254	Detail	Didn't lik
	To			job	Min	Work
	From)		
	То					
12.	EMPLOYMENT DESIRED			1		_
12.	Position		Date you Can Start	Now	Salary Desired	
12.		w? N D	Can Start If so,	Mow may we inquesent emplo	Desired Lire of	
12.	Position	1/	Can Start If so, your pr		Desired Lire of	
12.	Position Are you employed no Ever applied to thi	s company before? No Whe	Can Start If so, your preserve	esent emplo	Desired wire of oyer?	
12.	Position Are you employed no Ever applied to thi	1/	Can Start If so, your preserve	esent emplo	Desired wire of oyer?	
12.	Position Are you employed no Ever applied to thi	ist below last four employer	Can Start If so, your preserve. Ss, starting v	resent employers	Desired wire of oyer?	When Reason for
12.	Position Are you employed not be applied to this part part of the bate Month and Year	s company before? No Whe	Can Start If so, your preserve. Ss, starting v	vith most re	Desired wire of oyer?	When Reason for Leaving I thout
12.	Position Are you employed not be Ever applied to this pate Month and Year From 8-7-86	ist below last four employer Name and Address of Erg. APLAS	Can Start If so, your preserve. s, starting vere	rith most re	Desired ire of over?	When Reason for
12.	Position Are you employed not be Ever applied to this pate Month and Year From 8-7-86 To 5-30-87	S company before? No What ist below last four employer Name and Address of Ev. Apeas 114 Broade St. L.13. Ar Sol-82	Can Start If so, your preserved. Ss, starting verses.	Salary (6.40)	Desired wire of oyer?	Reason for Leaving I thout beter job
12.	Position Are you employed not be Ever applied to this pate Month and Year From 8-7-86	ist below last four employer Name and Address of Er. Aplas I'll Broade St. L.13. Ar 501-82: On the Boarder Janesborrow, Ar.	Can Start If so, your preserve. s, starting vere	Salary (6.40)	Desired ire of over?	Reason for Leaving I thout beter job
12.	Position Are you employed not be applied to this pate Month and Year From 8-7-86 To 5-30-87 From 6-11-84	S company before? No What ist below last four employer Name and Address of Ev. Apeas 114 Broade St. L.13. Ar Sol-82	Can Start If so, your preserved. Ss, starting verses.	Salary 6.40 hr.	Desired ire of over? ecent.) Position	When Reason for Leaving I thout
12.	Position Are you employed not Ever applied to this PORMER EMPLOYERS (L. Date Month and Year From 8-7-86 To 5-30-86	ist below last four employer Name and Address of Er. Aplas I'll Broade St. L.13. Ar 501-82: On the Boarder Janesborrow, Ar.	Can Start If so, your preserved. Ss, starting verses.	Salary 6.40 hr.	Desired ire of over? ecent.) Position	Reason for Leaving T thout beter job
12.	Position Are you employed not be applied to this pate Month and Year From 8-7-86 To 5-30-86 From 7-30-86 From	ist below last four employer Name and Address of Er. Aplas I'll Broade St. L.13. Ar 501-82: On the Boarder Janesborrow, Ar.	Can Start If so, your preserved. Ss, starting verses.	Salary 6.40 hr.	Desired ire of over? ecent.) Position	Reason for Leaving T thout beter job



14		THE STATE OF
13.	CALL.	DESIRED

Position		Date you Can Start		Salar Desired	
Are you employed n	ow?		, may we inq present empl		
Ever applied to th	is company before?	Where			When
FORMER EMPLOYERS ()	List below last four e	mployers, starting	with most r	ecent.)	
Date Month and Year	Name and Address	of Employer	Salary	Position	Reason for Leaving
From June 36	Cockrons	Eatery	1200	Whitress	Better
To M Zy 87			1:05	Walli-2	Seif
From 2-19-88 To 5-86	Western S:	22/6-	150.00 Week	Waitress	Better
From	.,		Weer		208
То			-		
From		The state of the s			
То					
EMPLOYABLE DESTRUCT					
Position Position Are you employed no	sona! Attens	If so,	NSW may we inqueresent employe		
Position Per	ow? No	Can Start If so,		Desired nire of	
Position Page Are you employed not Ever applied to this	ow? No	Can Start If so, your p	resent emplo	Desired lire of oyer?	discuss
Position Page Are you employed not Ever applied to this	is company before?	Can Start If so, your p Where ployers, starting	with most re	Desired lire of oyer?	discuss
Position Are you employed not be applied to this position FORMER EMPLOYERS (I	is company before?	Can Start If so, your p Where ployers, starting	with most re	Desired lire of over?	When Reason for
Position Are you employed not be applied to this price Month and Year	Name and Address Braneville	Can Start If so, your p Where ployers, starting of Employer	with most re	Desired lire of over?	When Reason for
Position Are you employed not be applied to this price Month and Year	Name and Address Happy Track Braneville Destinations	Can Start If so, your p Where ployers, starting of Employer	with most re	Desired lire of over?	When Reason for
Position Are you employed not be applied to this price Month and Year From //-2-83 To //-2-83	Name and Address Braneville	Can Start If so, your p Where ployers, starting of Employer	with most re	Desired lire of over?	When Reason for Leaving Company Company
Position Are you employed not be applied to this price Month and Year From //-/-84 From //-/-84	Name and Address Happy Track Braneville Destinations	Can Start If so, your p Where ployers, starting of Employer	with most research	Desired lire of over?	When Reason for Leaving Company Company
Position Parameter Are you employed not Ever applied to this FORMER EMPLOYERS (I Doice Month and Year From //-/-84 To 4-2-87 From //-/-84 To 9-/3-86	Name and Address Happy Track Braneville Destinations	Can Start If so, your p Where ployers, starting of Employer	with most research	Desired lire of over?	When Reason for Leaving Company Company
Position Parameter Are you employed not been applied to this PURPER EMPLOYERS (I Dece Month and Year From 14-2-83 From 14-2-84 To 4-2-84 From 14-84 From 14-85 From 14-85 From 14-85	Name and Address Happy Track Braneville Destinations	Can Start If so, your p Where ployers, starting of Employer	with most research	Desired lire of over?	When Reason for Leaving Company Company



14.

. FATLUMENT DESIRED	ъ.		2.1	
Position	Date you Can Start		Salar Desire	
Are you employed now?	If so, m	If so, may we inquire of your present employer?		
Ever applied to this company before?	Where			When
FORMER EMPLOYERS (List below last four	e employers, starting wi	th most r	ecent.)	
Date	ess of Employer	Salary	Position	Reason for
From 86 Sears at	1116	Salaty	POSICION	reavitts
To 87	- Hot prings	<i>'</i>	<i>\</i>	Quit
From				
То				
From				
То				
From				
To				
Position COOK Are you employed now? \(\sqrt{0} \)		VIIM (ay we inqui sent emplo	lire of	NEGATIRE Y/A
Ever applied to this company before?	No Where			When —
FORMER ENTLOYERS (List below last four	employers, starting wi	th most re	ecent.)	
Date Month and Year Name and Addre	ess of Employer	Salary	Position	Reason fo Leaving
From Jaly 6, 1987 1.12. HWY	7/903 PIGS.	3.00	COOKS	MAIN COOK
10 1/1 8. 178 / 2/3 WINAN	FAST BAR S HOT SPIES.	hr.	Helper	JOB BIRN
From July 1, 198 CALLEDS MEA	AZZA, HOPE, AP	2.00 HR		DIDNTKE
TaJuly 5,1987		TIPS	WAMER	T
From In , 11, 1983		4.75	NIGAT	RESTAURAN
To June 13, 1987		' HK.	CHEF	CIOSED
From Dec. 14, 1980 JOEL RIB	House	4.00 4.4R.	FRY	Better
Ta June 12 1983 RT. La BOY	1 HAPE AR	4. UR.	COOK	Offer



Physical Record Examples

1.	PHYSICAL RECORD
	List any physical defects Ilauna moured
	Were you ever injured? OIf yes, give details
	Have you any defects in hearing? (LD) In vision? (In speech?)
	In case of Cameragney
	notify Name 180 Martain, N. 732-8917 Name Address Phone No.
	I authorize investigation of all statements contained in this application. I understand that
	misrepresentation or omission of facts called for is cause for dismissal. Further, I understand
	and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any previous notice.
	Date 9-3-87 Signature mount fallen
	Date - 3-8 Signature Mosfre Falle
2.	PHYSICAL RECORD
	List any physical defects Lett Eye Injucy
	Were you ever injured? es If yes, give details there you ever injured? es If yes, give details there you ever injured?
	Have you any defects in hearing? NO In vision? NO In speech?
	In case of emergency
	notify Mr. or Mrs. E.J. Due, 112 Wain Leola, Ar 501-977-3911
	Touch wing imposition of all that works are simply as it will be all the same of the same
	I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand
	and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any previous notice.
	Date Signature Shin DO
2	PHYSICAL RECORD
J.	List any physical defects SEIZURE DISORDER, NO SEIZURES IN 8 VEARS
	Were you ever injured? NO If yes, give details NONE
	Have you any defects in hearing? No In vision? No In speech? No In case of emergency
	notify MR. PUTO A. SEITZ 411 PROABTONE, SALA, MS 611-4218
	MULLESS MIONE NO.
	I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand
	and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any previous notice.
	Date 6-1-87 Signature 00, John 200



4.	PHYSICAL RECORD , \
	List any physical defects
	Were you ever injured? If yes, give details
	were vou ever injured: II ves, give details
	Have you any defects in hearing? In vision? In speech?
	In case of emergency
	notify
	Name Phone No.
	I authorize investigation of all statements contained in this application. I understand that
	misrepresentation or omission of facts called for is cause for dismissal. Further, I understand
	and agree that my employment is for no definite period and may, regardless of the date of
	payment of my wages and salary, be terminated at any time without any previous notice.
	Date Signature Small
	Date State State Sale
	V
E	NINICI CAL PROOPS
Э.	PHYSICAL RECORD List any physical defects filling to discuss
	A TO THE TO THE TO THE TO THE TO THE TO THE TOTAL THE TO
	Were you ever injured? - If yes, give details
	Have you any defects in hearing? ————————————————————————————————————
	notify topher - 1. T Dre 2 Evelyn Pl Topesture ton (597) 843-4438
	In case of emergency notify Twhee-L.J. Doe, 2 Evelyn Pl., Jonestum, Jens (597) 843-4438 Name Name Name
	authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand
	and agree that my employment is for no definite period and may, regardless of the date of
	payment of my wages and salary, be terminated at any time without any previous notice.
	Date 6-7-87 Signature Joseph Doc
6.	PHYSICAL RECORD List any physical defects Left les amoutated-use prothetic appliance. Were you ever injured? VES If yes, give details Farm equipment accident child
	List any physical defects LETT les amounted-use prosnent appliance
	Were you ever injured? VES If yes, give details firm equipment accident and
	were you ever injured. Yes, give details diff Education
	Have you any defects in hearing? No In vision? No In speech? No
	notify John Doe Sr. 4212 8th Street Allen Miss 1619-438-0611 Name Address From No.
	Notice - Fact CDS
	I authorize investigation of all statements contained in this application. I understand that
	misrepresentation or omission of facts called for is cause for dismissal. Further, I understand
	and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any previous notice.
	Date 6-7-87 Signature John Doe

7.	7. PHYSICAL RECORD List any physical defects Hearing Loss		
	Were you ever injured? NO If yes, give details		
	Have you any defects in hearing? YCS In v	vision? No In	speech? No
	In case of emergency notify John Samuels 120 Name Address	<u>Caklawn</u> ss	623-9870 Phone No.
	I authorize investigation of all statements contained in misrepresentation or omission of facts called for is cause and agree that my employment is for no definite period a payment of my wages and salary, be terminated at any time Date Quay 24, 1987 Signature Orugh	this application. I defor dismissal. Further and may, regardless of without any previous no	inderstand that er, I understand f the date of
8.	8. PHYSICAL RECORD List any physical defects		
	Were you ever injured? On If yes, give details	U/A	
	Have you any defects in hearing? No In value of emergency notify Themas White 112 Peran Address	vision? 1165 In	speech? No. AR 1921 Phone No.
	I authorize investigation of all statements contained in misrepresentation or omission of facts called for is cause and agree that my employment is for no definite period payment of my wages and salary, be terminated at any time. Date 8/31/87 Signature Barbar	e for dismissal. Further and may, regardless of without any previous notice.	er, I understand f the date of
	Date Standard Charles	The state of the s	
9.	9. PHYSICAL RECORD List any physical defects adeas, Gyes Migran	nes. Propon Toed, Verve	. Weakness
	Were you ever injured \ (65 If yes, give details		od + brokearm
	Have you any defects in hearing 165, both In v		
	In case of emergency notify Dr. Im Bartlett III Hoson St.	Hot Springs, Al	(501) 624 - 0638 Phone No.
	I authorize investigation of all statements contained in misrepresentation or omission of facts called for is cause and agree that my employment is for no definite period payment of my wages and salary, be terminated at any time	e for dismissal. Furth and may, regardless o	er, I understand f the date of
	Date 6-7-87 Signature	De	

10.	List any physical defects Sroken Back
	Were you ever injured 18 If yes, give details Auto Accident
	Have you any defects in hearing? NO In vision? No In speech? No
	In case of emergancy
	In case of emergency notify Joe Doe 3121 Fim Hot Springs, AR (501)765-4416 Name Address Phone No.
	I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any previous notice. Date Signature
11.	PHYSICAL RECORD List any physical defects Ferfect in every way!
	Were you ever injured NoWHY yes, give details NONE TO GIVE
	Have you any defects in hearing? In vision? In speech?
	In case of entergency worn about emergencies with me notify Name Name Address I with me No.
	·
	I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any previous notice. Date O-7-87 Signature
	Date O 1 B 1 D 2 D 2 D 2 D 2 D 2 D 2 D 2 D 2 D 2 D
1 9	PURICICAL RECORD
12.	PHYSICAL RECORD List any physical defects Hoid Ryokke
	Were you ever injured? Yes If yes, give details '/ Pac
	Have you any defects in hearing? No In vision? No In speech?
	In case of emergency of MM - Frym
	Name Address Phone No.
	I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any previous notice.
	Date Signature

13.	PHYSICAL	RECORD				_	•			
	List any	physical	defect	s Primo	ry deger	nerative.	dementi	<u>a</u>		
	Were you	ever inj	ured? N	If yes	, give	details	Uo			
	Have you	any defe	cts in	hearing?	. No	In vi	sion?	Δ	In speed	h? No
	In case	of emerger Sister M	ncy	lantro ca	% SI N	Vamil &	th unak	LANG	ims a	18)
	HOLLLY	Sister II	ame :	IOIII DAM	70 01.10	Address		1 mye		Phone No.
	misrepreser and agree	ze investiga ntation or o that my en my wages an	mission ployment	of facts of is for no	alled for definite	is cause period an	for dismi d may,	ssal. Fi regardle	urther, I ss of the	understand date of
	Date	6-7-87		Signatur	e 90	me Day	2			
					0					
14.	PHYSICAL List any	RECORD physical	defect	s Thes	e qua	Vino o	re de	<u>scrir</u>	nonato	ry and
	Were you	ever inj	ured?	If yes	s, give	details) rely	se ti	MOND Y	ili.
		any defe							In speed	
	In case	of emerger	ncy M.	n 111.	dlamol	Sta	Male 190	M AR	(68)	MNol
	notity	MALIA	ame	V , 40	WHITTEN SE	Address	V PARKET	W-JII-W		Phone No.
	misrepreser	ze investiga ntation or o that my en my wages ar	mission polovment	of facts of is for no	alled for definite	is cause period an	for dismi d may,	ssal. Fi regardle:	urther, I ss of the	understand date of
	Date	10-10-8	7	Signatur	:e 4/1	ren. T	Diller	<u> </u>		



Reference Examples

	REFERENCES (Give below the names of three persons not related to you, whom you have known at least one year.)						
	Name	Address	Business	Years Acquainted			
(Jonah Gerry	143 King St.	accountant	10			
	49 roon Sanker	209 Prence	attorney	15			
	ZI.J. Wooks	315 Bartrane	Self-Enx	15			
2.	REFERENCES (Give below the names of three p	ersons not related to you, whom	you have known at le	east one year.			
	Name	Address	Business	Years Acquainted			
	Mr. Tom Freeman	HSRC, 105 Reserve, AND	Counselor	/			
	Mrs. Anita Jones	Rt.3, Benton, AR	Teacher	6			
	Mr. Alvin Green	P.O. Box 1329, Benton, Al	e Leighbor-Me	sh.3			
3.	REFERENCES (Give below the names of three p	ersons not related to you, whom y	you have known at le	east one year.)			
	Name	Address	Rusiness	Years			
	_			Acquainted			
	Bue Brustl.	Ct 2 Box 10 H. Songs	Brdy Skope	Acquainted /2			
	_	Ct 2 Box 10 H. Songs	Bry Stope Hext Syngles	Acquainted 12 12			
	_		Bry Skop Hext Syzely	12			
4.	REFERENCES		Brig Skepe Hext Syngley you have known at 1	ノユノ ノユノ east one year.			
4.	REFERENCES	312 late St. H. Songs.	Brown at le	12			
4.	REFERENCES (Give below the names of three p	ersons not related to you, whom		east one year.			
4.	REFERENCES (Give below the names of three p	ersons not related to you, whom		east one year. Years Acquainted			



J.	(Give below the names of three po	ersons not related to you. whom y	ou have known at le	east one vear.
	tare series as inches of the company			Years
	Name	Address	Business	Acquainted
(Se Chara	11.18"St. Han 101	UKAYR	0
	thick souls	Hat Sorror Minter	m. Owner	3
(Frank Chinan	Unnoun	Mackine	10
6.	REFERENCES			
	(Give below the names of three po	ersons not related to you, whom y	you have known at le	east one year. Years
	Name	Address	Business	Acquainted
	Amos Ramsey	713 Ash St., Little Rock	Penn Chemical	10
	Todd Jamison	513 Bluff St., Camden, AR	Attorney	7
	Susan Todlock	211 Ivy,St., Malvern, AR	Family friend	15
7.	REFERENCES			
	(Give below the names of three pe	ersons not related to you, whom y	you have known at le	
	Name	Address	Business	Years Acquainted
	di no	(23) Main St. N. Spring, Are		
	Marola Jones	767-8526 71901	Jones Dry Clean	ers la
	Martha Mobles	223) Center Ave. Hot Sprg. AR 624-9134 71901	ABC Cleaner	8
	C.1 2.2 1/L	INAL DI - CL LIA-SOMA APP	Wright Cleaners	
8.	REFERENCES (Give below the names of three pe	proper not related to you whom a	rou have learn at 1	ast one war
	(Give below the hairs of three pe	ersons not related to you, whom	you have known at 18	Years
	Name	Address	Rusiness	Acquainted
i	Dr. Roxld Jones	1073 Central Ave. H.S.	H.S. Med. Ctr.	le
	Dr. Marie Flemins	1073 Central Ave. H.S.	H.S. Med. Ctr.	4
	Dr. Joseph Minor	698 Fank St. L.R. AR	Baptist Med C	ta. I
9.	REFERENCES (Give below the names of three po	numer wat malated to you record	han laws at I	and one was
	(Give below the halles of three po	ersons not related to vod, whom	CT HAVE KNOWN AC 18	Years
	Name	Address	Rusiness	Acquainted
	Dan Combs	III C. Str. Farlton, An	E Farmen Fath	26
	Maria Combs	Some	Housewillmor	(er) 26
	Bill Combo	Re Bax 1, Carlon A	Farmer Uncle) 06



10. REFERENCES

(Give below the names of three	e persons not related to you, whom y	rou have known at 1	east one year.
Name	Address	Business	Years Acquainted
Janice Anderson	Rt. 3. Pouzl 12	None	1
Sally Felston	DOI 1145 St. HS. AR	Done	2 mo
Carolyn Smile	Apt. 3, Brooks Str. No AR	None	lwk.

11. REFERENCES

(Give below the names of three p	ersons not related to you, whom	you have known at le	east one year.
Name	Address	Business	Years Acquainted
Michael Dorse	Ket Sorinary	Arkla tho Co.	7
Paul Mundans	Rittle Renk	Ninister	2,
Chaul Gockson	makrenn	Smith Jun	

12. REFERENCES

(Give below the names of three persons not related to you, whom you have known at least one year.)			
Name	Address	Business	Years Acquainted
Per. James Dodson	1090 Palms Ave. N.S.	Minister	3 ys.
Rever Paul Phillips	200 Third St., Little Rock	Minister	2 yrs.
Rev. Mike Stone	9008 "C"St. Myra, OK.	Minister	Ceys.

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