



# WELCOME

Thanks For Joining Our Application  
Webinar

Starting at 3:00 pm EST

Please remember to put your computer in  
full screen mode

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# About Speaker



PAULA VIEILLET, the CEO of Employment Options, is a Nationally Certified Vocational Evaluator helping people with physical, mental and emotional challenges find suitable jobs for over 20 years.

Her company, Employment Options is an Employment Network in the Social Security Ticket to Work Program. [www.myemploymentoptions.com](http://www.myemploymentoptions.com) and provides free job placement services to qualified persons receiving SSI or SSDI.

# About Speaker



Paula is the author of 3 career books:

**Disabilities/ Different Abilities: A New Perspective for Job Hunters**

**Instructor's Guide to Disabilities/Different Abilities**

**Employment Options: The Ultimate Resource for Job Seekers with Disabilities and Other Challenges**



<http://myemployentoptions.com/resources/books/>

## Tips for Application

**The Application  
is the door  
to the job**

\*Excerpts from Books with permission from Publisher

## Employer's First Glimpse

- ❖ Whether you know how to follow directions
- ❖ Work habits – messy, neat, slow, careless
- ❖ Ability to complete a task
- ❖ Computer skills
- ❖ Work History

## Employers' First Glimpse

- ❖ Messy and incomplete applications
- ❖ Spelling errors
- ❖ Red flag words



## Rule #1

**Make a practice application that you can bring with you so all you have to do is copy the information.**

## Typical Problems

Can't remember dates of employment

Little or no work history

Gaps in employment

Reason for Leaving

No references or bad references



## Can't remember dates of employment?

**This is common. Here are some tips for remembering:**

- ▶ Can you remember how old you were when you started working there or finished employment?
- ▶ Was it fall, winter, spring, or summer?
- ▶ If you have children, was it before or after they were born?
- ▶ Was it before or after you were married?
- ▶ What kind of car were you driving to work?
- ▶ Where did you live when you worked there?

## Can't remember dates of employment?

**If memory fails you, then call your previous employer to get exact dates of employment.**

**If the business is closed, then use your best estimate.**

Lack of work experience?

Recent work history?

**It is better to put something rather than leave the work history section completely blank.**

It is ok to put volunteer experience, odd jobs or homemaker under work history

Date/ Mo/ Year	Name of Employer	Duties	Reason for leaving
2010-2013	Bay Hospital	Volunteered in gift store	More money
2009-2010	Jame's Lawn Care	Lawn care services	More stable employment
2007-2010	Smith family	Managed household of four including transportation, budgeting, shopping and event planning	Career change



Prison? Military? Illness?

Date/ Mo/ Year	Name of Employer	Duties	Reason for leaving
2011-2013	Kenwood Prison	Dietary aide Road Work	Better Job
2007-2010	U. S. Navy	Electronics tech	Finished service term
2005-2007	Smith Family	Caretaker for family member who was ill	Help no longer needed

## Reason for Leaving

Many people have difficulty determining what to write for “Reason for Leaving” on the job application:

Be honest, but be positive.

If you write that you have been fired, lost a job due to an injury, or that you left for medical reasons, it gives a negative impression.

<b>FORMER EMPLOYERS (List last four, starting with the most recent first.)</b>				
<b>DATE/MONTH/</b>	<b>NAME &amp; ADDRESS</b>	<b>POSITION</b>	<b>SALARY</b>	<b>REASON</b>
11/1999– 2/2002	AMD Hospital	CNA	\$10.75	Worker's Comp Injury
08/1994—6/1995	Beech Industries	Quality Control	\$6.85	Left to take care of children
3/1994—5/1994	McDonalds	Fast Food	\$6.50	Fired

<b>FORMER EMPLOYERS (List last four, starting with the most recent first.)</b>				
<b>DATE/MONTH/</b>	<b>NAME &amp; ADDRESS</b>	<b>POSITION</b>	<b>SALARY</b>	<b>REASON</b>
11/1999– 2/2002	AMD Hospital	CNA	\$10.75	Lay off
08/1994—6/1995	Beech Industries	Quality Control	\$6.85	More Suitable Position
3/1994—5/1994	McDonalds	Fast Food	\$6.50	Better Job

On Your Mark! Set! Go...

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Use positive terms; here are some suggestions:

- ▶ Lay-off
- ▶ Career change
- ▶ More suitable position
- ▶ More money
- ▶ Better job
- ▶ Relocation
- ▶ Reorganization



## Reason for Leaving

**It is not lying when presenting yourself more positively.  
If you were a carpenter and injured your elbow,  
and it is painful for you  
to use a hammer, a better job would be any job that did  
not provoke pain on a regular basis.**

## Checking References

There are two types of references:

- ❖ Work References
- ❖ Personal References

A work reference is a former employer whom you have listed under work history.

Listing that former employer means that your prospective new employer may call or write to verify your employment and employment dates

## Checking References

### FORMER EMPLOYERS

LIST BELOW YOUR LAST FOUR EMPLOYERS,  
STARTING WITH THE LAST ONE FIRST

	<b>Name of Employer</b>	<b>Supervisor</b>	<b>Duties</b>
2005-2011	Dell Computers	Jennifer Satley	Computer tech



## Work References

Concerns about what a previous employer will say during a reference check is one of many job hunters' greatest fears.

In order to avoid possible charges of libel or discrimination under the American with Disabilities Act, many prior employers choose to only disclose to a prospective employer:

- ▶ Dates of Employment
- ▶ Whether or not the person is eligible for rehire

In fact, many companies now have a 900 number handling all their reference checks.

It costs money to check your references and most previous employers will release only dates of employment and job title.

## **Regardless of Possible Legal Complications:**

Some employers, especially smaller companies, will disclose more than dates and job titles.

- Be sure not to list such employers as references if you are afraid of a bad reference.

It may be worthwhile to have a friend or counselor call or write your references posing as a prospective employer.

By doing this, you will have a better idea how your previous employer may handle a reference check.

## Checking References

Personal references are those listed in the reference section of an application.

### REFERENCES

GIVE BELOW THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR

NAME ADDRESS TEL. NO. BUSINESS

Name	Address	Tel. No.	Years Known

## Personal References

A personal reference is a person that you have chosen to vouch for your integrity, work performance, ability to get along with others, honesty, values, dependability, character, and any other concerns that the employer may have regarding your employability with their company.

- ▶ Personal friends
- ▶ Volunteer friends
- ▶ Clergy
- ▶ Neighbors
- ▶ Previous co-workers
- ▶ Supervisor



A prospective employer may ask your personal references any questions without restrictions. Be sure to contact your personal references before listing them on your application.

### **Prep your references**

- ❖ Ask them if they would mind being a reference.
- ❖ Let them know what type of job you are pursuing.
- ❖ Update them on your medical progress and why this would be a good job for you.

**Remind your references that it is illegal for employers to ask questions to determine if you have a disability.**





It is illegal for employers to discriminate in hiring people because of race, color, gender, national origin, religion, age, or disability.

Civil rights protection is provided by the Equal Employment Opportunity Commission (EEOC).

You may be asked some of these illegal questions, which may then be used to discriminate against hiring you.

- ▶ **What is your race?**
- ▶ **What is your age?**
- ▶ **Are you married?**
- ▶ **What is your religious background?**
- ▶ **Do you have any children?**
- ▶ **Do you have a back injury?**
- ▶ **Have you ever been on Workers' Compensation?**

Personal Information		Date	2-15-2008	
NAME (Last Name First) Nancy Claxton		Social Security No. 500-02-5421		
Present Address 534 Midland Blvd.	City Memphis	State Tenn	Zip Code 59300	
Previous Address	City	State	Zip Code	
Phone Number (Home) ( 810 ) 734-9488	Phone Number (Cell) (810 ) 555-9888		Referred By	
Position/Employment Desired	Date You Can Start Need time for doctor appointment		Salary Desired	
Are You Employed? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, may we inquire of your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Have you ever applied to this company before? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
If yes, where? When?				

NAME AND LOCATION OF SCHOOL	YEARS ATTENDED
High School      East Lake High School	4
College	
Trade, Business, or Correspondence School	

SUBJECTS OF SPECIAL STUDY/RESEARCH

CERTIFICATIONS

US MILITARY	RANK

SPECIAL INTERESTS

FORMER EMPLOYERS (List last four, starting with the most recent first.)

DATE/MONTH/	NAME & ADDRESS	POSITION	SALARY	REASON
11/1999– 2/2002	AMD Hospital	CNA	\$10.75	Worker's Comp

Personal Information Date 2-15-2008

NAME (Last Name First) Nancy Claxton Social Security No. 500-02-5421  
*Last name first*

Present Address 534 Midland Blvd. City Memphis State Tenn Zip Code 59300

Previous Address City State Zip Code

Phone Number (Home) ( 810 ) 734-9488 Phone Number (Cell) (810 ) 555-9888 Referred By  
*Be Specific*

Position/Employment Desired Date You Can Start Salary  
 Desired Any Need time for doctor appointment

Are You Employed?  Yes \_\_\_ No  
 If yes, may we inquire of your present employer? \_\_\_ Yes \_\_\_ No  
 Have you ever applied to this company before? \_\_\_ Yes  No  
 If yes, where? When?  
*All people need time for appointments.*

NAME AND LOCATION OF SCHOOL YEARS ATTENDED  
 High School East Lake High School *Note years - not not dates* 4  
 College  
 Trade, Business, or Correspondence School

SUBJECTS OF SPECIAL STUDY/RESEARCH

CERTIFICATIONS

US MILITARY RANK

SPECIAL INTERESTS

FORMER EMPLOYERS (List last four, starting with the most recent first.)

DATE/MONTH/YEAR LEAVING	NAME & ADDRESS OF EMPLOYER	POSITION	SALARY	REASON FOR
11/1999- 2/2002	AMD Hospital	CNA		Worker's Comp injury
08/1994-6/1995	Beech Industries	Quality Control	\$6.85	Left to take care of children

*Red Flag words- Beware of discrimination*

ARE YOU AUTHORIZED TO WORK IN THE UNITED STATES? \_\_\_\_\_ YES \_\_\_\_\_ NO  
(NOTE: If you are hired, you will be required to submit proof of legal right to work in the United States.)

CAN YOU PERFORM THE JOB WITH OR WITHOUT REASONABLE ACCOMMODATIONS? \_\_\_\_\_ YES \_\_\_\_\_ X \_\_\_\_\_ NO (Can't do any lifting.)

HAVE YOU EVER BEEN CONVICTED OF A FELONY? \_\_\_\_\_ YES \_\_\_\_\_ X \_\_\_\_\_ NO  
(NOTE: If yes, please explain)

REFERENCES: Give below the names of three persons not related to you, whom you have known at least one year. (Would you hire this person?)

NAME	ADDRESS	TELEPHONE NUMBER	BUSINESS	YEARS KNOWN
1. Jill Thompson	Memphis	(836) 355-1077	Retired	16
2. Bob Claxton	3549 Drew St.	(810 ) 734-9488	Carpenter	Whole Life
3. Mary Briggs	Lee County Social Services	(810) 321-9087	Caseworker	4

**AGREEMENT:** (Please read following statements carefully).

I certify that all information on this application and any other material provided by me is true and complete. I agree that falsified information on this application shall be grounds for dismissal.

I authorize this Company or its agent to investigate and/or verify all information in this application, including contacting all person, school, current employer (if applicable), previous employers and other individuals or entities named herein (and those named on accompanying resume, if any). I hereby authorize my former employers and other third parties named on this application to release information pertaining to my work record, habits and performances. In doing so, I hereby release them and the Company and its agents from all liability which may flow from the release of such information.

I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.

**SPECIAL QUALIFICATIONS (PLEASE LIST)**

ARE YOU AUTHORIZED TO WORK IN THE UNITED STATES?  YES  NO

*(NOTE: If you are hired, you will be required to submit proof of your authorization to work in the United States.)*

*Only apply for jobs that you know you can do*

CAN YOU PERFORM THE JOB WITH OR WITHOUT REASONABLE ACCOMMODATIONS?  YES  NO *(Can't do any lifting.)*

HAVE YOU EVER BEEN CONVICTED OF A FELONY?  YES  NO

*(NOTE: If yes, please explain)*

REFERENCES: Give below the names of three persons not related to you, whom you have known at least one year. *(Would you hire this person?)*

NAME	ADDRESS	TELEPHONE	BUSINESS	YEARS KNOWN
1. Jill Thompson	<i>Looks like a relative of yours</i>		Retired	16
2. Bob Claxton	3549 Drew St.	(810 ) 734-9488	Carpenter	Whole Life
3. Mary Briggs	Lee County Social Services	(810) 321-9087	Caseworker	4

*Is this your caseworker?*

- ▶ Be sure to complete application with full contact information.
- ▶ Be sure to apply for a *specific* position.
- ▶ Use positive terms to describe your "reason for leaving."
- ▶ Apply only for positions that you can do.



## **QUESTIONS FROM AUDIENCE**

How to explain a work history that only lists Temp agencies

Are there companies out there that have medical benefits for there special needs employees?

How do you put on an application how much money you can make a month and still receive your SSDI?

Is it acceptable to list that you are self employed if you are not making a lot of money as a way to fill in employment gaps?

What are the best, most effective method of completing online job applications for persons with disabilities?



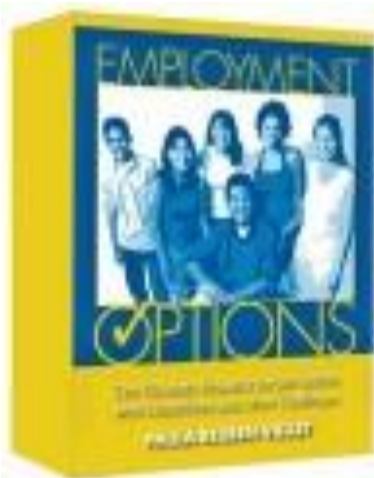
## **QUESTIONS FROM AUDIENCE**

Are you required to disclose your disability before being hired?

Once the application has been completed, how long does it take for a company to respond?



For more resume tips and sample career change resumes.



## ***EMPLOYMENT OPTIONS: The Ultimate Resource for Job Seekers with Disabilities and other Challenges***

**by Paula Reuben Vieillet, MA, CVE**

<http://myemployeroptions.com/resources/books/>

**At your local library**





## For Help Getting a Job

# Ticket to Work

Employment Options is a nationally-recognized Certified Social Security Administration (SSA) Employment Network for the Ticket to Work program, which provides employment services to people who receive SSDI or SSI. We have been in business for over 20 years and handle both work-at-home and on-site job placement.



## For More Information

Visit our website

MyEmploymentOptions.com

To find out if you qualify for our work from home positions, you can find the job descriptions on our website.

To find out if you qualify for our program, complete our pre-qualify application on-line.

<http://myemploymentoptions.com/for-job-seekers/pre-qualify/>



## Need Other Resources?

Email: [help@myemploymentoptions.com](mailto:help@myemploymentoptions.com)

Good luck in your job search!



[www.myemploymentoptions.com](http://www.myemploymentoptions.com)

[paula@myemploymentoptions.com](mailto:paula@myemploymentoptions.com)

[ladler@myemploymentoptions.com](mailto:ladler@myemploymentoptions.com)

1-800-441-3114 ext. 752 - Paula Vieillet ext. 763 - Lori Adler

**Facebook:** [My Employment Options](#)

**LinkedIn:** [My Employment Options](#)