



Welcome to our Application Webinar

Starting at 3 PM EST

About Our President



Paula Vieillet, is the CEO of Employment Options and is a Nationally Certified Vocational Evaluator. She has been helping people with physical, mental, and emotional challenges finding suitable employment and has done so for over 20 years.

Employment Options Inc. is an authorized Employment Network in the Social Security Ticket-To-Work program. We provide free job placement services to qualified persons receiving SSDI or SSI benefits (ages 18-64).



About the Presenters

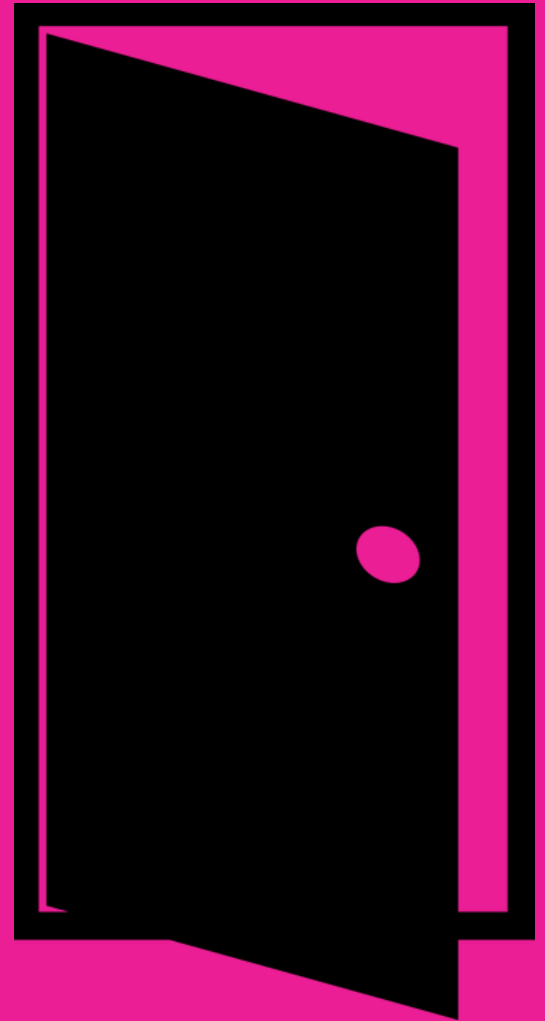
Ethel Lawrence is a Work At Home and Community Employment Counselor who comes to us with 20+ years of HR experience with Wal-Mart. Ethel knows what it takes to get hired and she loves using her experience to help people with disabilities return to work.



Kimberly Bounds is our Operations Assistant and Work At Home Employment Counselor. She has 10+ years of Human Resource experience. Kimberly enjoys helping individuals achieve personal success through finding employment.



Your application
is the door to
your new job!!



Employer's First Glimpse of your Application

- ★ If you know how to follow instructions
- ★ Correspondence
- ★ Ability to complete a task
- ★ Computer skills
- ★ Work history
- ★ Spelling errors
- ★ Red flag words



Application Rule



Make sure you have all of your employment history at hand when completing applications

- Company Name
- Job Title
- Dates of Employment
- Duties and Responsibilities



Typical Concerns



Can't Remember Dates of Employment

Little or No Work History

Gaps in Employment

Reason for Leaving

No References or Bad References

Tips for Recalling Dates of Employment

- ★ How old were you when you started or stopped working at that company?
- ★ What season 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 was your residency while working there?



Tips for Recalling 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.
- ★ Always supply the month and year i.e. 03/2017



Tips for Lack of Experience

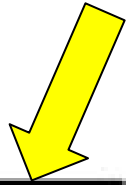


It is better to put something rather than leave the work history section completely blank.

Fill it in with:

- ★ Volunteer Experience
- ★ Related Hobbies
- ★ Odd Jobs
- ★ Homemaker

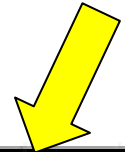
Example of Filling in Reason for Leaving



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

Example of Filling in Reason for Leaving

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 their “Reason for Leaving” on job applications:


Be honest and be positive

Providing the following statements will give a negative impression:

1. Been Fired
2. Lost a job due to an injury
3. Left for medical reasons



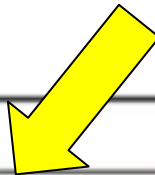
Reason for Leaving - Negative Examples



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 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

Reason for Leaving - Positive Examples

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	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



Reason for Leaving - Positive Examples

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



Presenting yourself in a
positive manner is not
considered lying.

References



There are two types of references:

Professional and Personal

Professional Reference is a former employer or co-worker

Personal Reference is an individual you associate with
outside of the work environment

References



In order to avoid possible charges of discrimination under the American with Disabilities Act, many employers choose to only disclose:

1. Dates of Employment
2. Whether or not you are eligible for rehire

References



Regardless of possible legal implications some employers (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/negative reference.

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 friend
- ★ Volunteer friend
- ★ Clergy
- ★ Neighbors
- ★ Previous co-workers
- ★ Supervisor

Personal Reference



Prep your references:

- ★ Ask them if they agree to being a reference
- ★ Let them know what type of position 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.

Discrimination



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:

1. What is your race?
2. What is your age?
3. Are you married?
4. What is your religious background?
5. Do you have any children?
6. Do you have a back injury?
7. Have you ever been on Worker's Compensation?

Application Examples

Personal Information		Date	2-15-2008
NAME (Last Name First) Nancy Claxton		Social Security No.	500-02-5421
Present Address	City	State	Zip Code
534 Midland Blvd.	Memphis	Tenn	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	Salary	
Any	Need time for doctor appointment		
Are You Employed? <input checked="" type="checkbox"/> Yes ___ No		All people need time for appointments.	
If yes, may we inquire of your present employer? ___ Yes ___ No			
Have you ever applied to this company before? ___ Yes <input checked="" type="checkbox"/> No			
If yes, where? When?			

NAME AND LOCATION OF SCHOOL		YEARS ATTENDED		
High School	East Lake High School	Note years 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



Application Example



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 United States residency.)

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	BUSINESS	YEARS KNOWN
1. Jill Thompson	Looks like a relative of yours		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.

Summary Tips



1. Arrive prepared with the information you need
2. Read and follow instructions carefully
3. Complete the application as neatly as possible
4. Tailor your answers to the job you are seeking
5. Don't leave any blanks
6. Don't provide any negative information
7. Always answer questions truthfully
8. Provide good references
9. Keep your application consistent with your resume
10. Proofread your application before submitting it

For More Job Seeking Tips...



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

by Paula Reuben Vieillet, MA, CVE

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

At your local library

Other Resources



If you do not qualify for our services, you are welcome to obtain other resources by visiting our website:

Referral Resources Page:

<https://www.myemploymentoptions.com/resources/referral-resources/>

Paula Vieillet's Career Workbooks:

<https://www.myemploymentoptions.com/resources/>

Or you can email us at:

help@myemploymentoptions.com

(auto reply email)

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Upcoming Online Events



Online Job Fair

DATE: THURS. APRIL 6

-TO REGISTER:

www.myemploymentoptions.com

CLICK: JOB FAIRS (top of page)

-Will Feature National Employers with both Work At Home and Onsite Jobs

<https://www.myemploymentoptions.com/register-for-virtual-job-fair/>

Online Job Fair Tips Webinar

DATE: THURS. MARCH 23

Registration Open Now!

<https://www.myemploymentoptions.com/webinar-registration-page/>

Q&A Session



If you receive SSDI or SSI disability and would like to apply for our free services and jobs, [CLICK HERE](#).

Questions or Comments:

ladler@myemploymentoptions.com

800-441-3114 ext 0

www.myemploymentoptions.com

We thank you for
attending our Application
Webinar and we wish you
the best with finding
employment!