

- 15. Position Desired:** Always fill in this space! Never write “any” or “will do anything.” Do some research first so you know the jobs you qualify for and the jobs that are available in the company. Always write in the name of the position for which you are applying. If the company has more than one position that interests you, fill out a separate application for each. (Some say “first choice” and “second choice” — you may use one application in this case.)
- 16. Salary Desired:** Before filling out an application, be sure you know the lowest salary you would accept and the wage range for the position you want. Call a few companies in the area and ask the pay range for the type of job for which you are applying. It is best to list a salary or salary range after you research average starting wages.
- 17. Availability:** Unless you cannot start a job right away, write the current date in this space. Otherwise, write the date you will be available to start work. If you are currently working, write in “After a two-week notice period.” If asked what hours or shifts you will work, you may write “open” unless you have specific requirements.
- 18. Special Skills, Abilities and Training:** This is an opportunity for you to highlight anything that might possibly set you apart from other applicants.



Tip: Use the master application form in the Supplemental Information section of this manual and retain it for reference.

Your Right to Privacy

According to the Personal Privacy Act, it is inappropriate for employers to request certain information on application forms. If you encounter a job application that requests this information, it is your decision whether to supply it. If you choose not to answer these types of questions, make sure you write “N/A” for “not applicable” to indicate you have seen the question. Keep in mind that some employers may still screen you out for doing this. Some examples of inappropriate questions include date of birth, marital status, dependents, health, citizenship, and social or religious affiliations.

Preparing for the Job Interview

Having a successful interview is essential to being offered the job you have applied for. Following are tips for preparing for the interview:

- **Research the Company:** Learn as much as you can about the company where you will be interviewing. Review the company’s website for more information, such as the company’s history and annual reports. You can also visit your local Workforce Oklahoma Center for assistance.