



*My* **Employment Options**  
*For Job Seekers with Disabilities and Other Challenges*

# Job Application Tips

**Starting at 3 PM EST**



## Our Company

**My Employment Options (MEO)** is an authorized Employment Network in the Social Security **Ticket To Work** program.

**We Provide Free Work At Home and Onsite job placement services for job seekers:**

- Who receive SSDI or SSI (non-retirement) benefits
- Ages 18-64
- Across 48 states and Washington, D.C.
- Now Serving California applicants!

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



## About the Presenter

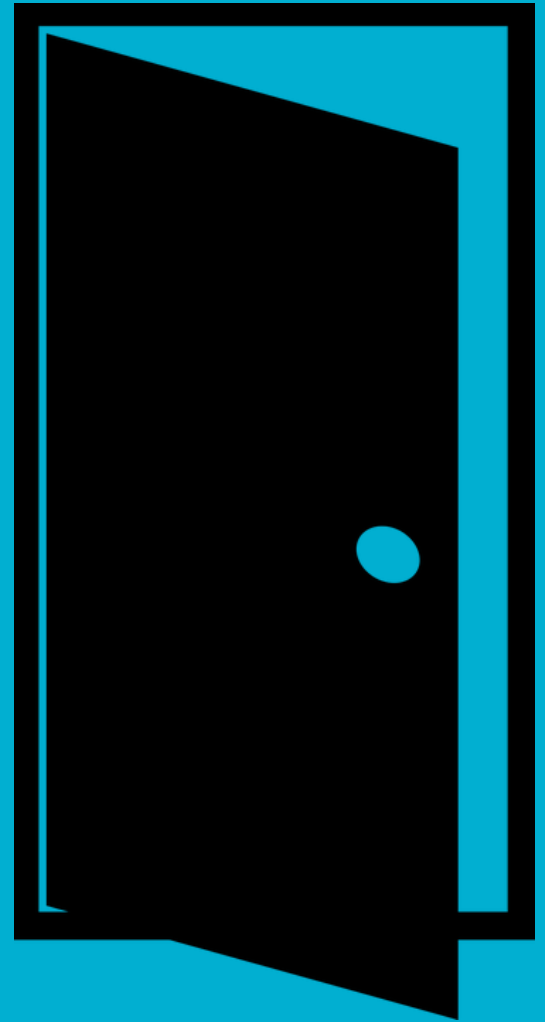
**Kimberly Bounds** is a Work From Home Employment Counselor and HR Operations. She has been with MEO for over 10 years. Kimberly enjoys helping individuals achieve personal success through finding employment.



# What We'll Discuss

1. What a job application is used to determine
2. Job application checklist
3. How to fill in work history
4. Appropriate reasons for leaving
5. References
6. Illegal questions

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
- Company Contact Information
- 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 did you live 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

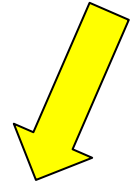
# Tips for Lack of Experience and Employment Gaps

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 the gift store	More money
2009-2010	Jame's Lawn Care	Lawn care service	Stable employment
2007-2010	Smith Family	Managed household of four including transportation, shopping and event planning	Career change

# 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 - Positive Examples

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



# References

There are two types of references:

**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. Job Title





# 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.

- ★ Friends
- ★ People you've volunteered with
- ★ Clergy
- ★ Neighbors



# Personal Reference



## Prep your references:

- ★ Ask them if they agree to being a reference
- ★ Let them know what type of position you are pursuing
- ★ 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 Workers Compensation?

# Application Example

Personal Information		Date: <i>2/15/2008</i>	
NAME (Last Name, First) <i>Nancy Claxton</i>		Social Security No. <i>111-11-1111</i>	
Present Address <i>534 Midland Blvd.</i>		City <i>Memphis</i>	State <i>TN</i>
		Zip Code <i>39300</i>	
Previous Address		City	State
			Zip Code
Phone Number (Home) <i>(810)734-9488</i>		Cell Phone Number <i>(810)555-9888</i>	Referred By
Position/Employment Desired <i>Any</i>		Date You Can Start <i>Need time for Dr. Appts.</i>	Be Specific
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?	

# Application Examples

NAME AND LOCATION OF SCHOOL		YEARS ATTENDED	
High School: <i>East Lake High School</i>		4 	
College:		<div>Note Years not dates</div>	
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)			
DATES OF EMPLOYMENT	NAMES & ADDRESS OF EMPLOYER	REASON FOR LEAVING	SALARY
11/1999-2/2002	AMD Hospital	<div>Red Flag Words - Beware of Discrimination</div>	\$16.75/hr
08/1994 -06/1995	Beech Industries		\$6.85/hr
			Worker's Comp Injury
			Left to take care of kids

# 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 proper identification from 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.

NAME	ADDRESS	TELEPHONE	BUSINESS	YEARS KNOWN
<i>Jill Thompson</i>	<i>265 Peach St.</i>	<i>(810)547-1248</i>	<i>Retired</i>	<i>16</i>
<i>Bob Claxton</i>	<i>3549 Drew St.</i>	<i>(810)734-9488</i>	<i>Carpenter</i>	<i>Whole life</i>
<i>Mary Briggs</i>	<i>Lee County Social Services</i>	<i>(810)321-9087</i>	<i>Caseworker</i>	<i>4</i>

Only apply for jobs that you know you can do.

Looks like your relative.

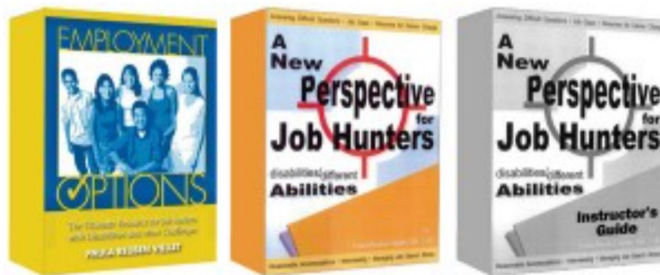
# Summary Tips

1. Be prepared with the information you need
2. Read and follow instructions carefully
3. Complete the application as neatly as possible
4. Don't leave any blanks
5. Don't provide any negative information
6. Always answer questions truthfully
7. Provide good references
8. Keep your application consistent with your resume
9. 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

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

Order through our website or Inquire about these resources 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:

**Visit our Referral Resources Webpage**

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

**Hover over “FAQ” at the top**

**Job Resources Email (Auto-Reply)**

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

**Additional Questions?**

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

## Additional Resource



- **MEO Staffing**, our newest division, is a diversity staffing agency!
- It helps job seekers who *Do Not* receive SSDI or SSI and who know their direct career path and goals.
- **MEO Staffing** also partners with employers to help them hire a more diverse and inclusive workforce.

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

# CONNECT WITH US!



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# Questions

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**Do I have to tell the employer about my disability?**

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**State and Federal applications can take so long to complete, any tips on how to make this process easier?**

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**Do you reveal if you have a criminal  
history?**

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**How do you deal with not having  
any job experience?**

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**How do you avoid ageism?**

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**Do I need a cover letter?**

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**How does an ATS work?**

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**How do you explain having so many jobs in such a short timeframe? (Example: five or more jobs in a two year time span.)**

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**How important are online applications to complete if a resume is attached?**

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**How do I address the gaps in  
my employment?**

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# How We Can Help



**If you receive SSDI/SSI disability and you are not a current client, and want to find out if My Employment Options can help you:**

**It's Easy! Apply Online 24/7@**

**[www.MyEmploymentOptions.com](http://www.MyEmploymentOptions.com)**

**1-800-441-3114**

**Click 'APPLY NOW' at the top**

**[www.myemploymentoptions.com/apply-now/](http://www.myemploymentoptions.com/apply-now/)**

**Ticket To Work Website:**

**<https://choosework.ssa.gov/>**

**Questions: Email [ladler@myemploymentoptions.com](mailto:ladler@myemploymentoptions.com)**





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

Have a great rest of your day!

