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www.MyEmploymentOptions.com

WELCOME

**“Job Application
Tips” Webinar**

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 employment services for job seekers:

- Who receive SSDI or SSI (non-retirement) benefits
- Ages 18-64
- Serving the 48 contiguous states & D.C.



Presenters



TINA GAGNE is a Community Employment Counselor with My Employment Options since 2022 who assists clients in finding positions in their community. Tina is passionate about helping others with disabilities reach their goals.



SANDY DARNELL is a Work at Home Employment Counselor and Outreach Specialist. She has been with MEO for over 14 years. Her compassion, understanding, and empathy for her clients are built on her personal experience with her own disability of Chronic Lyme Disease.

What We'll Discuss

- **What a Job Application is used to determine**
- **Job Application Checklist**
- **How to fill in Work History**
- **Appropriate Reasons for Leaving**
- **References**
- **Illegal Questions**
- **How to Identify Scams**





**Your application is the
door to your new job!!**

Employer's First Glimpse of Your Application

- ★ If you know how to follow instructions
- ★ Ability to correspond
- ★ Complete tasks
- ★ Computer skills
- ★ Work history
- ★ No spelling errors
- ★ No red flags

Application Rules

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

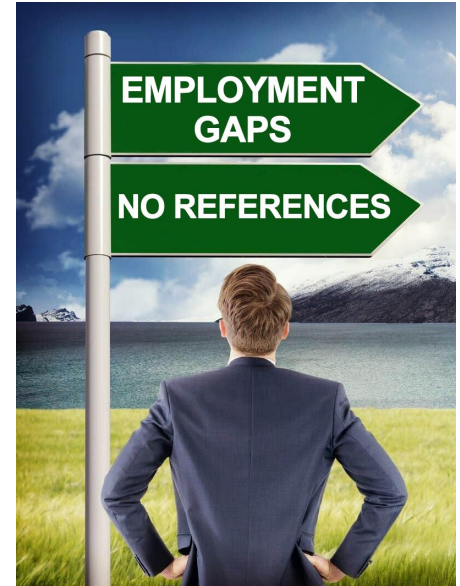
Can't Remember Dates of Employment

Little or No Work History

Gaps in Employment

Reason for Leaving

No References or Bad References



Ways of Obtaining Dates of Employment

- ★ Request a free detailed earnings statement by submitting Form SSA-7050 to the Social Security Administration
- ★ If you've applied for unemployment benefits you can request a work history through your local unemployment office
- ★ Request free transcripts of your tax returns from the IRS using Form 4506-T



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 Lack of Experience & 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
- ★ Caregiver



Example of Filling in Reason for Leaving

Date/Month/Year	Name of Employer	Duties	Reason for Leaving
2020-2023	Bay Hospital	Volunteered in the gift store	Paid position
2019-2020	Jame's Lawn Care	Lawn care service	Stable employment, more hours
2017-2019	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
- ★ Increase in salary
- ★ 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 (ADA), 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.

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



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.

Illegal Questions

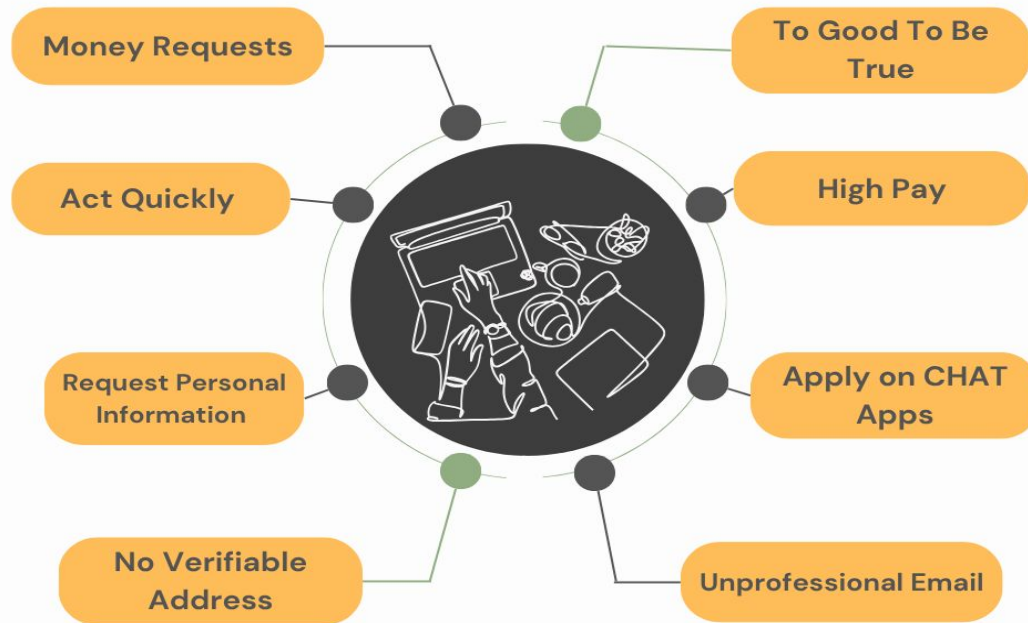
Civil rights protection is provided by the Equal Employment Opportunity Commission (EEOC).

The following questions are illegal to ask. They would 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?

How to Identify Scams

Red Flags for Job Scams



How to Identify Scams

Ask Yourself:

- ★ Does the job seem too good to be true?
- ★ Is the communication professional and consistent?
- ★ Be cautious about sharing personal details during the application process.
- ★ Be wary of requests for payment through unconventional methods, such as cryptocurrency or gift cards.
- ★ Scammers often prey on desperation or excitement.

Application Example

Personal Information			Date: 2/15/2024
Name (Last Name, First) Nancy Claxton		Last Name, First	Social Security No. III-II-III
Present Address	City	State	Zip Code
534 Midland Blvd.	Memphis	TN	59300
Previous Address	City	State	Zip Code
Phone Number (Home)	Cell Phone Number	Referred by	
810-734-9488	810-555-9888		
Position/Employment Desired	Date You Can Start	Be Specific	
Any	Need time for Dr. Appts.		
Are you Employee	Be Specific		
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 Example

Name and Location of School		Years Attended	
High School: <i>East Lake High School</i>		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)			
Dates of Employment	Names & Address of Employer		Reason For Leaving
11/2021 - 2/2024	AMD Hospital		Worker's Comp Injury
08/2016 - 06/2017	Beech Industries	Quality Control \$9.85/hr	Left to take care of kids

Note Years not dates

Red Flag Words - Beware of Discrimination

Application Example

Special Qualifications (Please List)				
Are you authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Can't do any lifting</i>				
Have you ever been convicted of a Felony? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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
Jill Thompson	265 Peach St.	810-547-1248	Retired	16
Bob Claxton	3549 Drew St.	810-734-9488	Carpenter	Whole life
Mary Briggs	Lee County Social Services	810-321-9087	Caseworker	4

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



Checklist Before Submitting Your Job Application

- ☐ Read Instructions Carefully
- ☐ Gather Necessary Information
- ☐ Start with Contact Information
- ☐ Provide Employment History
- ☐ Detail Your Education
- ☐ Include Skills and Qualifications
- ☐ Answer Additional Questions
- ☐ Attach Supporting Documents
- ☐ Review and Edit
- ☐ Submit Your Application
- ☐ Follow Up



My Employment Options Contact Information

www.MyEmploymentOptions.com

1-800-441-3114

Other Resources

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

Visit our Helpful Links & Resources Webpage

www.MyEmploymentOptions.com

Hover over “Resources” at the top

Additional Questions?

ladler@myemploymentoptions.com



Resources: For Those Not On SSDI or SSI



Ask MEO is our referral resource division. If you are not on SSDI/SSI and have employment challenges, or need social service resources, you can schedule a free 15-minute assessment call. Learn More at www.askmeo.com



MEO Staffing is our general staffing division. If you have a resume and a defined career path, you can learn more or submit your resume at www.meostaffing.com



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Questions

How Do You Avoid Ageism?



What Is the Biggest Mistake Made On Applications?



What Can Be Done About Illegal Questions When Job Seeking?



When most of your work history is outdated because you haven't worked in a long time, should you still include it?



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

Click **"APPLY NOW"** at the top

Direct Link: www.myemploymentoptions.com/apply-now/

Phone: 800-441-3114

Questions: Email ladler@myemploymentoptions.com



TICKET
to Work



Thank You!



**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!

