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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



Key Williamson is a Community Employment Counselor with My Employment Options since 2017 who helps clients find jobs in their community. Key is passionate about helping individuals with disabilities achieve their employment goals.



Kimberly Bounds is a Work At Home Employment Counselor and is in HR Operations. She has been with MEO since 2014. She is a team player and loves assisting clients with finding employment so they can become financially stable.

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**
- **Job Application Follow-Up**





**A strong application can
open the door to a new job!**

What An Employer Can Learn From Their First Glimpse of Your Application

- ★ If you know how to follow instructions
- ★ How well you correspond
- ★ Computer skills proficiency
- ★ Work history and qualifications
- ★ Proofreading ability
- ★ If you have any red flags

Job Application Information Needed

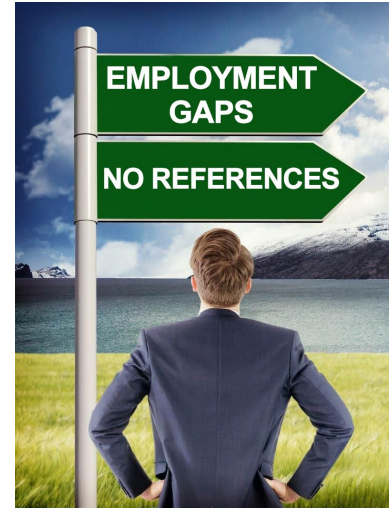
Make sure to have your resume on hand when completing applications, including:

- Company Name and Contact Info
- Company City and State
- Job Title
- Dates of Employment
- List of Job Accomplishments



Typical Job Applicant Concerns

- You can't remember previous employment dates
- You have little to no work history
- You have gaps in employment
- You don't know what to put for reason for leaving
- You have no job references or negative references



Ways To Obtain Employment Dates

- ★ 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 include something on your application than leave the work history section blank. You can add the following information:

- ★ Volunteer Experience
- ★ Caregiver
- ★ Homemaker
- ★ Gig Work or Side Jobs
- ★ Training or Certifications Programs



Reason for Leaving

Many people have difficulty determining what to write for their “Reason for Leaving” on job applications.

Providing the following reasons for leaving a job could leave a negative impression.

- I was fired.
- I lost my job due to an injury.
- I left for medical reasons.



Reason for Leaving - Positive Examples

- ★ Laid Off
- ★ Career Change
- ★ Career Growth
- ★ Full time Job
- ★ Paid Position
- ★ Return To School
- ★ Relocation



Example of Filling in Reason for Leaving



Month/Year	Employer Name and Job Title	Duties	Reason for Leaving
1/2020 - 5/2026	Bay Hospital - Volunteer	Organized and stocked merchandise to ensure an orderly and clean sales floor.	It was a temporary unpaid position.
1/2019 - 1/2020	Jame's Lawn Care - Groundskeeper	Maintained lawns and landscaping to provide a clean and well-kept appearance.	For a more stable job with more hours and long-term growth.
1/2017 - 1/2019	Smith Family - House Manager	Managed daily household tasks and schedules to ensure efficient operations.	Left for a career change.

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.

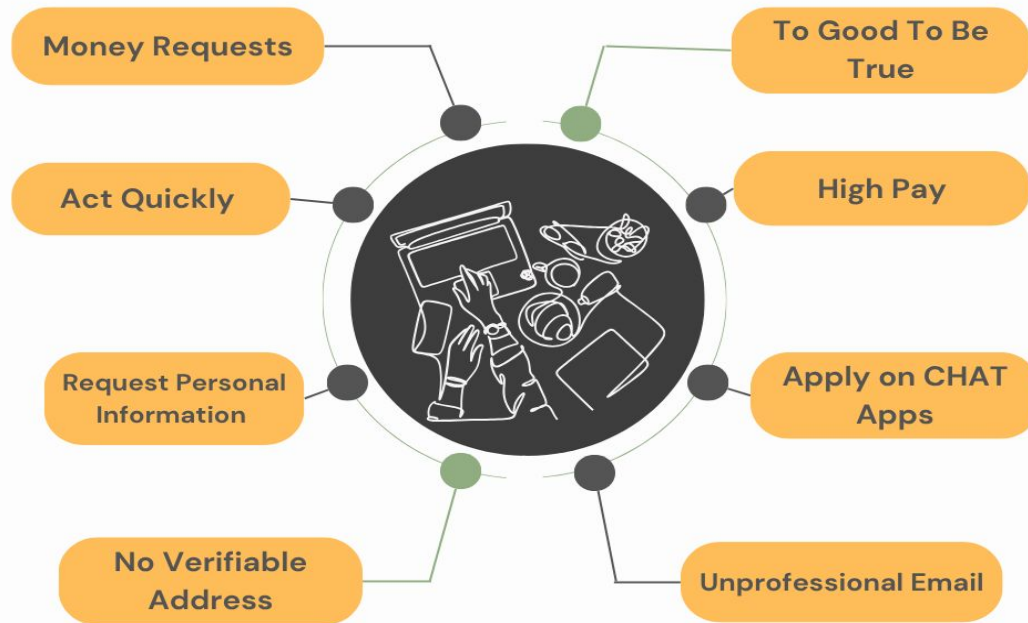
Illegal Questions

Civil rights protection is provided by the Equal Employment Opportunity Commission (EEOC). The following questions are illegal to ask. They could 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?
- ★ Are they asking for payment through unconventional methods, such as cryptocurrency or gift cards.



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 534 Midland Blvd.	City Memphis	State TN	Zip Code 59300
Previous Address	City	State	Zip Code
Phone Number (Home) 810-734-9488	Cell Phone Number 810-555-9888	Referred by	
Position/Employment Desired Any	Date You Can Start Need time for Dr. Appts.	Be Specific	
Are you Employee Be Specific			
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?	

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

**Red Flag Words -
Beware of
Discrimination**



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 ☒ No <i>Can't do any lifting</i>				
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.				
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.

Job Application Follow-Up Tips

1. Send a job application follow-up email 7 - 10 business days after applying
2. Search the confirmation email you receive after applying, the company's career or contact us page or LinkedIn for point of contact email info
3. Keep your email professional, concise and to the point
4. Include the following information in your email:
 - a. The job title that you applied for
 - b. Why you're interested and why you're the best fit for the job
 - c. Ask if there are any updates regarding your application
 - d. Mention that you would love to discuss your qualifications
 - e. Thank the company for their time and consideration

Summary of Job Application Tips

1. Gather all the information you need before you begin and have your resume on hand
2. Read and follow instructions carefully
3. Complete the application as clearly as possible and try not to leave any blanks
4. Don't include unnecessary or negative information
5. Always all answers questions truthfully and accurately
6. Provide good and reliable references
7. Make sure your application matches your resume
8. 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

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



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!

