



Application Form Checklist

Use the checklist below prior to submitting an application form. Consider creating a master application form in MS Word where you can easily edit and copy/paste information into online application forms.

Yes	
<input type="checkbox"/>	Confirm that your contact phone number and email are typed accurately
<input type="checkbox"/>	Jobs and volunteer experiences listed begin with most current and go backwards at least ten years; go back past 10 years ONLY IF needed to show relevant experience
<input type="checkbox"/>	Each job AND volunteer experience listed includes company name, address, dates, contact information, website link if possible, RELATED job duties and reason for leaving
<input type="checkbox"/>	Each experience at the same organization is listed and described separately in the Experience Section.
<input type="checkbox"/>	Each special duty or work out of class assignment is listed and described separately in the Experience Section
<input type="checkbox"/>	Reason for leaving a job is brief and phrased positively (i.e. “seeking increased challenges” versus “wasn’t challenged”)
<input type="checkbox"/>	Brief description of employer’s business is included in “Job Duties” section prior to listing job duties if the nature of the business is not readily apparent
<input type="checkbox"/>	Based on each job duty listed in the job posting, list all similar job duties you performed using the same key phrases, terminology, and transferable skills as described in job posting
<input type="checkbox"/>	Descriptions of similar job duties are clear, bulleted, and provide some level of detail to include transferable skills (<i>go to www.onetonline.org for lists of job duties performed in over 1,000 occupations</i>)
<input type="checkbox"/>	Duties that are not related to the job can be left off or briefly summarized as a separate bullet
<input type="checkbox"/>	Include in the Job Duties Section all technology, equipment and/or tools related to the job in which you are experienced. If you used an uncommon or proprietary software, briefly explain the purpose of the software.
<input type="checkbox"/>	Only use jargon and acronyms understood in the field to which you are applying.
<input type="checkbox"/>	List military experience in the Experience Section if it occurred within the past 10 years; otherwise include it under “Additional Information”
<input type="checkbox"/>	All parts of the application form are completed; areas that do not apply are filled out as “not applicable,” or “N/A”
<input type="checkbox"/>	Application was proofread for completeness and accuracy
<input type="checkbox"/>	All required documents are attached
<input type="checkbox"/>	“See resume” is not listed anywhere on the application form
<input type="checkbox"/>	Dates listed in application are consistent and align with dates in resume



Examples of Job Duty Descriptions

When describing your job duties on an application form, look at the duties listed in the job posting and, in bullet form, list all duties you performed **that are similar or used similar knowledge or skills**. Provide some level of detail **of your related job duties** in your application to help the reader understand the scope and complexity of the work you performed.

For job duties not related to the job posting, leave them off or just broadly speak to them in one bullet. It is also helpful to provide some context about the company or the purpose of your position along with listing software or tools used, or equipment operated. Remember to quantify where you can.

To help you flesh out your job duties, go to www.onetonline.org and type your job title or job function in the *Occupation Quick Search* at the top right of the web page. Then click on the occupation that is the closest match to see a list of job tasks, technology used, skills and more.

Administrative Specialist II

- Act as the supply coordinator for a section of 50 staff; inventory, manage and maintain the supplies for the section; prepare and submit supply order requests to the in-house supply purchaser; receive, distribute and stock supplies
 - Receive complaints/inquiries via email, letter or phone calls from citizens, council members and other county employees; research complaints/inquiries by use of maps, internet/intranet, coordinating with other departments and jurisdictions, old property files and provide them with knowledgeable information and exemplary customer service
 - Process and document up to 60 phone calls per day; provide one-one-one, in-person direct assistance to the public and other internal/external customers (up to 30 per day)
 - Use MS Word and to create reports, letters, policies, templates and forms and ensure these conform to the appropriate use of the English language and established procedures; MS Excel to track section budgets (with linked spreadsheets), track inventory and assets; MS Outlook to keep calendar for self, others and task management; skilled with Oracle, NEOgov, PeopleSoft, Visio; familiar with MS PowerPoint
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Solid Waste Transfer Station Operator

- Drive and operate yard goat (semi-truck) to move empty/loaded 48 foot trailers into and out of shoots; use stationary packer to pack garbage in trailers, use garbage compactors to load empty trailers, operate bulldozer Caterpillar D-7 to crush garbage and load trailers; use front loaders to load garbage compactors
- Monitor and control up to 400 customer dumping activities per day; help unload items
- Respond to public inquiries regarding hours of operation, what they can and can't dump and where to

dispose of items the transfer station doesn't accept

- Screen, identify and safely dispose of hazardous chemicals like acids, bases, oxidizers, pest killers, weed killers, flammable liquids, paints and batteries
 - Maintain the building and grounds: sweep garbage; shovel and rake gravel to bring up roadway shoulders; patch up holes in asphalt parking lot; mow lawn; remove weeds; apply bark; prune and trim hedges; install heat tapes and make various replacements, including switches, outlets, wall heaters and fans; repair broken water lines; replace worn valves; unclog waste/sewer lines; protect water lines from freezing; clean out catch basins
 - Operate tools such as weed eaters, pressure washers, fire hoses, hand and power tools, brooms, rakes, shovels, and miscellaneous hand and garden tools, wet and dry shop vacs
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Farm Owner/Operator

Own and operate 50 cattle and hay farm. Maintain 30 acres of my own and use 200-250 acres that we mow and bail for hay.

- Operate tractor, front end loader, flat bed dump truck, utility trailers, hay bailer, hay rake, and field mowers
 - Pick up over 500 hay bales (60-75 lbs.)/day; (100 – 125 bales per acre) – lift into flatbed truck, transport and unload each bale of hay into storage
 - Spread out 10-12 yards gravel/year; cut/split about four chords/wood each year
 - Shovel cattle manure and use front end loader to move manure and spread in fields
 - Dig post holes, put up and repair fences damaged by cattle
 - Operate all farm equipment; inspect equipment for servicing needs and/or minor mechanical defects or malfunctions; service equipment with fuel, oil, water, and air; change oil; mount/dismount tires; grease vehicles weekly; equipment fleet: 10 tractors, 2 bob cats, 1 flatbed dump truck, 2 utility trailers, 3 bailers, 1 hay rake, 10 ft. and 6 ft. field mowers
 - Steam clean equipment from bumper to bumper including undercarriage
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Business Owner and Manager, J & J Landscaping

Started with 10 clients and grew residential landscaping business to over 200 clients and up to \$2.5 million in annual revenue; supervised three foreman, six crew leaders and up to 30 employees.

- Plan, organize, and schedule work flow to ensure deadlines are met and business is running efficiently; meet with crews each morning to go over assigned routes/tasks, make last minute changes as needed based on emergent situations and weather conditions; plan, schedule and coordinate equipment maintenance/repair
- Interview, hire and terminate employees; train and evaluate staff, document and handle disciplinary actions
- Perform wide variety of landscaping tasks such as mow lawns, install plants, dig ditches, repair irrigation systems, apply pesticides, build retaining walls, lay patio pavers, install gravel walk ways with header board, operate a variety of equipment; design landscapes
- Serve as safety officer; conduct monthly safety meetings; ensure safety protocols are always being followed
- Purchase supplies and maintain inventory; meet with vendors/suppliers to negotiate prices on purchases
- Meet with customers to learn about their needs, recommend landscape options, estimate labor and materials needed to complete projects; develop written bids and contracts; follow up by phone, email or in person with customers; resolve customer service issues

- Meet with insurance people and obtained bonding and other insurance requirements
- Use Excel and Word to create and monitor budgets; develop bids, contracts, schedules; document safety meetings; track inventory and shipments; track project task