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An employment application form, or all of the job application form, is a document that lets people apply for a job at your company. It collects information about the candidate, such as their name and work experience. A good application form for employment can even help job seekers self-determine whether they are qualified to work with your company or not. Free Employment Application Form Template Here's a free one-page employment application form template that you can use for screening job applicants. You can download and print it out to hand over to walk-in job seekers. This sample work application is a good starting point and can be customized for your business by adding additional sections and questions. Download the employment application template as a PDF or DOC. What to ask & What to avoid on your Employment Application Form The purpose of the employment application form is to gather basic information about each candidate and help you determine which candidates you want to move further along in the hiring process. The chart below shows what we recommend, including in your job application form. We also include information that it is best not to ask for the employment application form or during the interview process, along with the reasons why. For example, some questions risk that the information collected could violate federal labor laws, anti-discrimination laws such as Title VII of the Civil Rights Act of 1964, age discrimination laws such as the Age Discrimination in Employment Act of 1967 (ADEA) or Health Insurance Portability and Accountability Act of 1996 (HIPAA) laws, which include a person's trusted What to include & What to ask on your Work Application to ask 20 Good Questions on a Job Application Form The most important thing to keep in mind when creating an employment application form is to ask targeted questions that give you a sharp understanding of the value a job candidate can bring to your company. Stick to questions about work performance, work experience, and behavior. The questions about employment applications below will help you identify interpersonal qualities, such as communication skills, thoughtfulness, motives, and the candidate's ability to collaborate. Answers to two or three of these kinds of questions can give you a good sense of who the job seeker really is, beyond skills. They help you determine whether the job applicant will be a good fit for the role and your company culture. Here are 20 questions to choose from that what you might want to ask on your job application form. What about our company is most exciting for you? Why do you want to work for our company? How many hours can you work weekly and what shifts are you available? Are you able to commute to our place in a reasonable amount of time? What were your best accomplishments in your last role? Describe you had to make a tough choice. What did you have to do between and why did you choose it? Provides an example of a time you worked with a team. Provides a detailed example of a time you demonstrated leadership. Describe your relationship with your last immediate supervisor. What would your most recent supervisor have to say about you? Why have you moved on, or why are you looking to move on, from your most recent position? Describes your ideal manager. Describe yourself in five words. What achievement are you most proud of in your personal or professional life? Provide a short list of your personal strengths (they don't have to be work related). Describes how you are able to overcome your top three weaknesses. Provide a one- or two-sentence look at your primary career goal. If money was no object, what would you do as your career? Describes a time when you took one for the team. What was your favorite job in your past and why? Pro Tip: Five questions are usually enough while you don't want to scare applicants away or make your application form improbable long, you want to include up to five questions from the list. If you think some of these questions were better saved for the interview, you're not wrong. However, asking for a few of these on the application form for employment can save you from interviewing the person at all. Think of it as pre-screening. It just saves time by getting you closer to more qualified candidates as poor candidates will expose themselves with answers like, I don't know. If an applicant isn't willing to provide five short responses to an application, do you think they'll make a good employee? Probably not. 5 Questions Not to Ask & Why They Could Pose a Legal Risk on a Job Application Form, You Want to Avoid Five Types of Questions That Could Cause Legal Headaches and That Waste Time. Some of these are risky based on federal law. Questions about protected characteristics, such as race, age, gender and religion. You should avoid these questions because they relate to Title VII of the Civil Rights Act, which affects all employers with more than 15 employees. Questions about race, gender or marital status can reveal whether someone is a member of a protected class and cause unintended bias on your part. Questions about age violate the ADEA. Questions about confidential information such as medical conditions, Social Security numbers, I-9 and tax status. Some questions surrounding confidential information such as Social Security numbers and tax status can be asked either after leasing or, if necessary, as a condition of the offer (such as passing a background screen or credit check). Medical, pregnancy and disability information remains private due to HIPAA laws, the Pregnancy Discrimination Act and the ADA — to avoid discriminating against a disabled person. They should never be asked on a job application form. Questions about salary history cause you to subconsciously offer a female or minority less paid than other employees in the same role. It's OK to ask what kind of salary or pay range the applicant is looking for, but because of recent legal changes in many states, it may be risky to ask questions about the applicant's past salary history. In addition, your unconscious bias can cause you to eliminate good candidates who either think that they made too much at their last job or that they just occupied lower-paying jobs — even if they have the right skills for your position. In a nutshell, you have to pay a candidate based on your job requirements, not the previous salary he or she earned. Questions about criminal background. Some states are cracking down on employers asking questions like have you ever been arrested? Others banned the box and asked if an applicant had been convicted of a felony. Questions that won't help you determine if an applicant is a good fit for the job, wasting the applicant and your time — like If you were an animal, what kind of animal would you be and why? Avoid unnecessary questions by reading a team member, your human resources representative or the manager of the team the application form. Does everything matter to the role? Is anything extraordinary? Are there any nonsensical questions you should eliminate? Should all businesses have an application form for employment? An employment application form can be a great pre-screening tool, but it's not right for all small businesses. In fact, many jobs posted online do not require a paper form. Here are the key two situations where an employment application form makes sense: 1. Your target job Seeker is an hourly worker or a walk-in applicant If you have walk-in clients, then it's a good idea to have a simple one-page employment application form because you'll surely have walk-in job seekers. For example, restaurants, clothing stores, cafés, daycares and other brick-and-mortar businesses often have people pounding down their doors to see if they're renting. You'll want something to fill in for them and give back to you. If you're mainly online or in an industry where customers don't walk into your office, you might not need an application form. In that case, candidates are likely to submit resumes with cover letters by email, your website, or an online job placement site. If you need to put your work online, consider using our recommended work website for small businesses indeed to find hourly workers. 2. You want to keep Job Seeker information about File for a future opening A job application form is handy if you have a blind request from a job seeker, as emailed, and want to give them an employment application form to fill out. This is useful when you don't have a job opening at the moment, but want to collect their information if Open. You can send a PDF link to your form by email. Depending on your type of business, the job application may be a way to not only find great talent that matches what you need, but also serves to create an on-demand pipeline if someone resigns, walks out or gets fired. You then have a list of names with emails and phone numbers to call, eliminating last-minute panic. When & How long to save job applications Save your completed job applications in a simple way. Three folders are all you need — rejected, hired, and currently in the pipeline. Organize the applications within each directory by date, most recent first. In most states, you must retain job application forms for at least one year. Once an applicant is hired, older than 40 or in a protected class, two years can be safer. Here's what SHRM recommends. Of course, why keep all the paper when you can organize applicants digitally into an applicant tracking system. Disclaimer: FitSmallBusiness provides education, templates, and information. To be safe, your attorney sees your employment application and job application retention should ensure that your business meets all federal, state and local requirements. Bottom Line Once you have created and approved your employment application form, start using it. Add it to you our rent page on your website or print copies and leave it on your service desk. You'll probably find that not only do you get better applicant information from candidates who meet your business needs, but you'll have a tool that you can use when you're out and about and just happen to stumble across someone you want to hire. Just give them a work application or get their email so you can send them one. One.

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