

## Employment Application Tips

**Create a Master Application Form** - Invest the initial effort to compile a complete, correctly spelled application with all current addresses and dates of former employers.

Review the employment application before filling it out - Many applications have instructions or comments and by complying with them, you indicate to your prospective employer your ability to follow directions and your attention to detail. Sometimes the application is a test itself and may be used to screen in or out the candidates.

**Identify time limits** - Allow 1-2 hours to complete each application without being rushed. Some applications time out if left unattended, so save your work often!

**Call the HR department with questions regarding the application** Human Resources (HR) is required to answer questions regarding the company application so there are no concerns regarding discrimination. They want to come across as fair! Please do not call more than 2 times.

**Customize the application** - Applications are NOT a one size fits all tool. By using the job posting, you add relevant skills, keywords, experience, and education to the application.

Check the application for any typos or data errors - Ask someone for a final check of the completed application to ensure there are no errors or missed questions.

**Answer all questions** - If you prefer not to provide the information or the questions do not apply to you, use one of the following responses:

- Flexible
- Willing to Provide
- N/A
- Negotiable
- Open to Discuss
- Prior

**Keep a copy for yourself** - Take a screenshot or photocopy or download the completed application for your records. Create a file that includes the job posting, resume, and the application submitted, for future references.

**Be cautious of scams** - If you received an unfamiliar email, don't click on any links provided. Verify the company link is real and the email is not a scam by hovering over the link to view the displayed URL. Go to the Company website to directly complete the application instead of clicking on a link that was emailed to you.

Protect your personal data - Do not provide any personal information such as passwords, mother's maiden name, bank account / routing numbers or financial information.

Have supporting documents ready for upload - Make sure you have all documents that may be required by the employer ready for upload. These documents include typing tests, high school diploma, GED, college degree, Microsoft Office Certificates, etc.

## Administrative Clerk II

### SALARY

\$41,225.60 - \$50,107.20 Annually; Location-Stanislaus County, CA

- Job Type-Full-time and Part-time

### CLASS CONCEPT

The Administrative Clerk II performs a variety of typing and clerical tasks of average difficulty, under general supervision. This journey level position requires knowledge of departmental policies and procedures relative to office operations and performs with greater independence than the entry-level classification. Judgment and initiative in making decisions in accordance with established guidelines is required. Promotes a professional image by the efficient performance of a variety of business and clerical tasks designed to facilitate the smooth flow of work throughout the department. This position is subject to overtime, standby, callback, weekend, holiday, and shift assignments. Performs related duties as assigned.

### TYPICAL TASKS

- Maintain alphabetic and numeric files by filing and retrieving a variety of documents;
- Answer the telephone, route calls, take messages, meet and assist the public;
- Search files for specific information;
- Compile information and data necessary for the preparation of various departmental reports;
- Review documents for propriety and explain basic agency policies to applicants, clients, and the public;
- Maintain routine operational records by transferring, coding and indexing data.

### MINIMUM QUALIFICATIONS- How do I bring value to the organization

- Work with the public in a tactful and courteous manner;
- Operate a variety of computer programs;
- Accurately perform a wide variety of keyboarding and general clerical duties of average difficulty;
- Follow oral and written instructions;
- Type accurately at the speed which permits successful job performance;
- Maintain clerical records and prepare reports of average difficulty;
- Interpret and follow County/Department procedures and policies;
- Multi-task, prioritize and problem solve;
- Travel to various sites when necessary.

**EDUCATION/EXPERIENCE FOR ADMINISTRATIVE CLERK II** Equivalent of one (1) year of full-time, general office experience. Relevant college education or business school training may be used to substitute up to six (6) months of the required experience; **AND** Applicants must be able to type at least 35 WPM (net corrected).

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## Reasons for Leaving Last Position

### Safe Responses to Use on Application

- Laid off due to lack of work
- Reduction in force
- Company restructured
- Corporate merger
- Plant closure
- Temporary assignment/contract ended
- Resigned
- Division relocated
- Business closed
- Better opportunity
- Promotional opportunity
- Career change or growth
- New job
- Broadening education
- Travel
- Returned to school
- Relocated
- Prefer to discuss in interview (last option)

### Responses to Avoid on Application

*If your reasons are in the category below, we can work with you on the response and wording.*

- Fired
- Too slow
- Quit
- Forced out
- Arrested
- Left town
- Disagreement / personality conflict
- Did not get along with co-workers
- Failure to receive promised salary
- Could not do job
- Hours too long
- Commute too long
- No babysitter
- Marital problems
- Hurt on job
- No potential
- Retired
- Insufficient salary

## References

References are people who have agreed to represent you personally and professionally to prospective employers. References will be asked questions about your skills and abilities as they relate to the job for which you are applying. Be sure to choose people who know you and who will feel comfortable talking about you.

### You may choose to ask any of the following types of people:

- Supervisors
- Volunteers
- Vendors
- Co-workers
- Customers
- Instructors
- Teachers/Pastor

### References may be asked to comment on the following areas:

- Your strengths
- Attitude
- Your weaknesses
- Ethics
- Personal qualities
- Ability to get along well with others

Prior to listing someone as a reference, you should contact them and get their permission to list them as a reference. It is helpful to provide your references with some information so that they can represent you effectively:

- A current resume
- Topics brought up during the interview process
- Copy of the job description
- Specific accomplishments from when you worked together
- Areas / skills you have developed
- What do you want them to say about you

### Here is a sample email that you can use to connect with your references:

Dear Pat,

As you may know, I am in the process of looking at new career opportunities and I am hoping that you would be willing to act as a professional reference for me. I am currently interviewing for \_\_\_\_\_ positions. A positive reference from you would be of great value. I would appreciate it if you could speak to the skills and qualifications that I demonstrated while working for you. Here are some specific skills that are relevant to my current career goals: Leadership/Motivation, Facilitation, Collaboration, Organization Skills.

I have attached my current resume for your review as well as a link to my LinkedIn profile.  
Thank you.

Sincerely,  
Jennifer

## Common Background Checks

- Criminal History
- Reference Check
- Credit History
- Education
- Driving Record
- License Check
- Drug Test
- Employment History
- Workers' Compensation Record
- Social Security Number Check

## Credit Bureaus

**Equifax**  
P.O. Box 740256  
Atlanta, GA 30374-0256  
(888)298-0045  
[www.equifax.com](http://www.equifax.com)

**Experian**  
P.O. Box 4500  
Allen, TX 75013-0949  
(888) 397-3742  
[www.experian.com](http://www.experian.com)

**Trans Union LLC**  
P.O. Box 1000  
Chester, PA 19016-2000  
(800) 916-8800  
[www.transunion.com](http://www.transunion.com)

One free credit report a year:  
[www.annualcreditreport.com](http://www.annualcreditreport.com)