

Q: What's on an **Application Form**? And how is it different from a Resume?

Application forms are typically required to apply for jobs. But some employers today are simply asking for you to upload your resume. Applications will ask many of the same things that are on your resume, but without the clear opportunity to 'market' yourself, to tell them why you'd be good at the specific job you are applying for, or to make a case for them giving you a chance. Typically, the job skills area of an application form is tiny. Generally, the same application form is used for every job in the company, hence it is not specific to you, your skills, or the job you are applying for, where your resume can and should be.

Application forms gather general data from you such as:

- Basic Contact Information: Name, Address, Phone, Email, Emergency Contact
- Can you legally work in the US?
- If under 18, can you provide a MA Work Permit?
- Have you ever been employed by our company/city/etc.? Is a relative employed by our company/city/etc.?
- It may ask you: if offered employment, are you willing to consent to a medical exam as a condition of employment for the sole purpose of determining whether or not you are able, with reasonable accommodations, to perform the essential tasks of the position?
- Education, Licenses (such as do you have a Class B CDL?), Employment History, can we contact your current employer?
- PROFESSIONAL References: (Name, Address, Relationship, Phone/Email)
Professional References include: TEACHERS, COACHES, Non-family people you have worked for, people who run organizations you've volunteered with.
- Certification of Agreement [Yes, I've told the truth]

Some application forms are still paper, some are fillable PDF's, and some application processes are totally online. If online, some employers allow or even ask you to upload a resume either in addition to or in lieu of an application form. If you hand in or mail in an application, just include your resume with your package. Get them your resume as well as your application form if at all possible.