



WORKFAITH

WELCOME TO THE VOLUNTEER
APPLICATION ADVISOR
OPPORTUNITY OVERVIEW

YOUR JOB

As an Application Advisor:

- Review 1-3 application per session
- Use provided forms to refine clients' job application drafts, offering clear, constructive feedback
- Help clients improve professionalism and strengthen their job search



OUR GOAL

To help participants build a clean and flexible application template they can use for almost any job opportunity and confidently stand out from other candidates.

OVERVIEW

The students participate in a 5-day course where they learn the necessary skills to write and complete job applications and more.

Participants come from highly diverse backgrounds, ranging from GED holders to those with PhDs. Many are navigating major life or career transitions, including individuals with criminal backgrounds, those affected by layoffs, and people enrolled in job-training programs.



WHY A PRISTINE APPLICATION TEMPLATE MATTERS

This boosts interview chances, aligns with how employers evaluate candidates, strengthens targeted resumes, and delivers consistently strong results with minimal time investment.

APPLICATION FEEDBACK BASICS

- Application overview
- Personal information
- Education history
- Employment experience(s)
- Employment Gaps
- Criminal history
- Additional information

APPLICATION FOR EMPLOYMENT

Last name: Johnson

Present Street Address: 2426 Dowling Street

Telephone Main: 713-658-1000

First: Precious

Apt #: _____

PERSONAL INFORMATION

Date you complete the application for employer: _____ Position Applied For: Your logical job focus

Salary Desired: Ex: \$10-\$12/hour

Location Desired: NN, NE Houston

Type of Employment Desired: Full-Time ☒ Part-Time ☐ Temporary ☐ On-Call ☐ Seasonal ☐

How were you referred to our company? Ad ☐ Web ☐ Agency ☒ School ☐ Employee ☐ Other ☐

Please specify source: List what ad, website, agency, school, etc. (Ex: WorkFaith Connection)

Have you ever applied for work with our company? Yes ☐ No ☒ If "Yes", when? _____

Are there any restrictions on the hours or days you are able to work? If "Yes", please explain: _____

Available for 1st and 2nd shift

Foreign Languages: _____ Read ☐ Write ☐ Speak ☐

Are you over 18? Yes ☒ No ☐

For reference: Precious

Have you ever been convicted of a felony or misdemeanor? Yes ☒ No ☐

ADDITIONAL INFORMATION

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying. (You may omit all information that would indicate age, sex, sexual orientation, race, religion, color, national origin, or disability)

Experienced Warehouseman with more than 7 years in the beverage industry. Skilled in loading and unloading, shipping and receiving, and inventory control. Ability to operate an overhead crane, forklift, pallet jack, and shrink-wrap machine. Possess positive attitude, attention to safety, and the ability to work as part of a team. Bilingual in Spanish and English and certified as a standup, sit down forklift operator.

APPLICATION TEMPLATE

Zip: 77004

Email: ail.com

7 Days from completing application

7 Days from completing application

08/2009 f

02/1994 f

Please allow

BEST PRACTICES

- Print neatly so the client can read the feedback
- Use capital and lowercase letters (handwritten or electronic)
- Be detailed about the feedback where needed
- Ask questions if stuck!



The WorkForce Connection

APPLICATION FOR EMPLOYMENT

Last name: Johnson
First: P
Present Street Address: 2426 Dowling
Telephone M: 281-123-4567

PERSONAL INFORMATION

Date you complete the application for employer: your logical job focus
Salary Desired: \$10-\$12/hour
Location Desired: NN, NE Houston
Type of Employment Desired: Full-Time ☒ Part-Time ☐ Temporary ☐ On-Call ☐ Seasonal ☐
How were you referred to our company? Ad ☐ Web ☐ Agency ☒ School ☐ Employee ☐ Other ☐
Please specify source: List what ad, website, agency, school, etc. (ex: WorkForce Connection)
Have you ever applied for work with our company? Yes ☐ No ☒ If "Yes", when?
Are there any restrictions on the hours or days you are able to work? If "Yes", please explain: Available for 1st and 2nd shift
Foreign Languages: N/A Read ☐ Write ☐ Speak ☐
Are you over 18 years of age? Yes ☒ No ☐ If "No", then give date of birth:
For reference checking purposes, please list all names you have gone by in the past, if any, other than that listed above: Precious Williams

ADDITIONAL RECORD INFORMATION

Have you ever been convicted of a felony or misdemeanor charge pending? Yes ☒ No ☐ If "Yes", please specify: 08/2009 Harri
02/1994 Harri
Please allow me to be interviewed.

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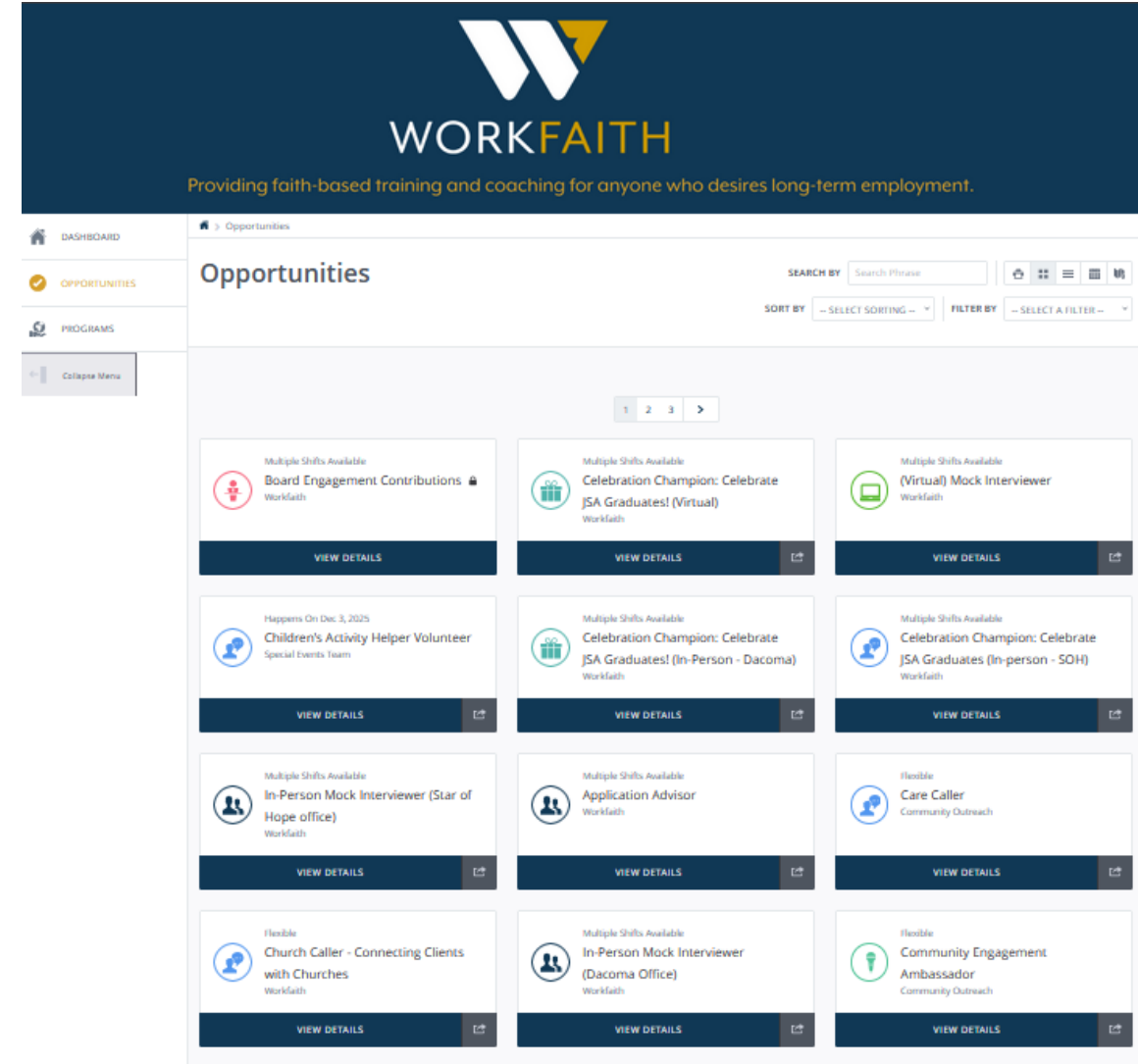
APPLICATION TEMPLATE

7 Days from completing application

HOW TO SIGN UP

- Go to our volunteer platform and create a profile: [Click Here](#)
- Go to “Opportunities”
- Find the opportunity titled “Application Advisor”
- Sign up and wait for the confirmation email!

I will send an email to all who are signed up the day before and the morning of to remind. The platform will also send automated reminders.



WELCOME TO



LET'S GET STARTED !