



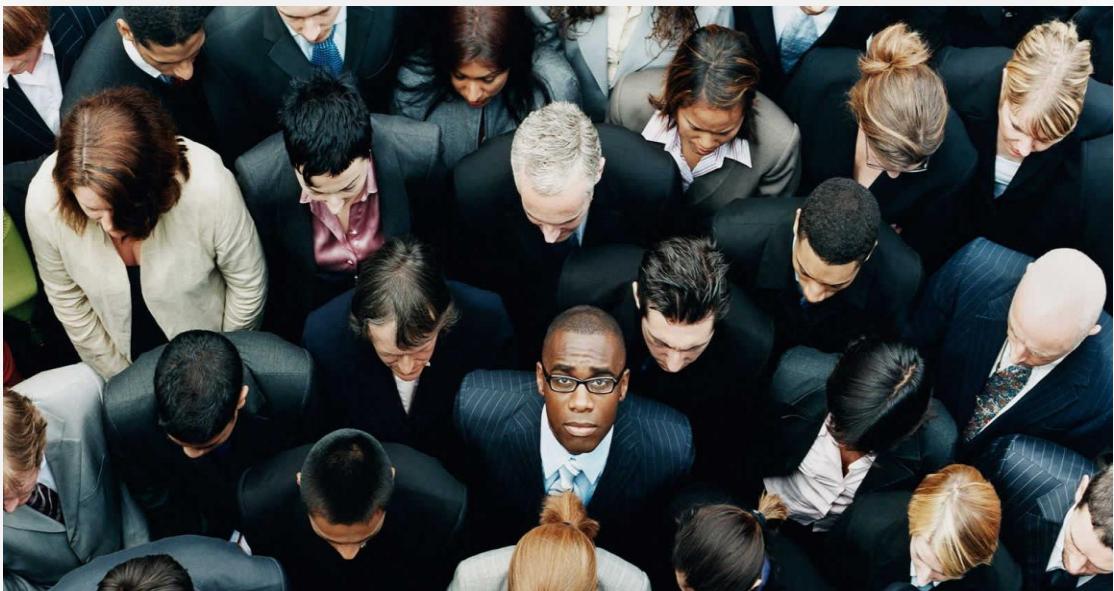
WORKFAITH

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

PERSONAL INFORMATION

Last name: Johnson
First: Precious
Apt #: Apt #
Present Street Address: 2426 Dowling Street
Telephone Main: 713-658-1n-
7 Days from completing application

Date you complete the application for employer: Position Applied For: your logical job focus
Earliest Date Available: 7 Days from completing application

Salary Desired: Salary range here: Ex: \$10-\$12/hour
Location Desired: NW, NE Houston
Temporary On-Call Seasonal

Type of Employment Desired: Full-Time Part-Time Agency School Employee Other

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
N/A
Read Write Speak

Foreign Languages: _____

If "No", then give date of birth: _____ / _____ / _____
Other than listed above: _____

Are you over 18? _____
For reference: Precious
Have you ever been charged with a felony or misdemeanor? Yes No
Have you ever been charged with a felony or misdemeanor? Yes No
08/2009 to 02/1994
Please allow

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
ail.com
7 Days from completing application

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!



back
tten or
eded

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

Last name: **Johnson**
First: **J**

Present Street Address: **2426 Dowling**
Telephone No.: **713-874-1234**

Date you complete the application for employer: **10/10/09** Position Applied For: **your logical job focus**

Salary Range here: **Ex: \$10-\$12 hour** Earliest Date Available: **7 Days from completing application**

Salary Desired: **\$10-\$12 hour**

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? **7/004**

Are there any restrictions on the hours or days you are able to work? **Available for 1st and 2nd shift**

If "Yes", please explain: **N/A**

Are you over 18 years of age? **Yes No** If "No", then give date of birth: **1/1/1981**

For reference checking purposes, please list all names you have gone by in the past, if any, other than that listed above: **Precious Williams**

Have you ever been convicted of a felony or misdemeanor? **Yes No** If "Yes", please list all names you have gone by in the past, if any, other than that listed above: **Precious Williams**

Are you over 18 years of age? **Yes No** If "Yes", please list all names you have gone by in the past, if any, other than that listed above: **Precious Williams**

For reference checking purposes, please list all names you have gone by in the past, if any, other than that listed above: **Precious Williams**

Have you ever been convicted of a felony or misdemeanor charges pending? **Yes No** If "Yes", please list all names you have gone by in the past, if any, other than that listed above: **Precious Williams**

7 Days from completing application

ADDITIONAL INFORMATION

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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.

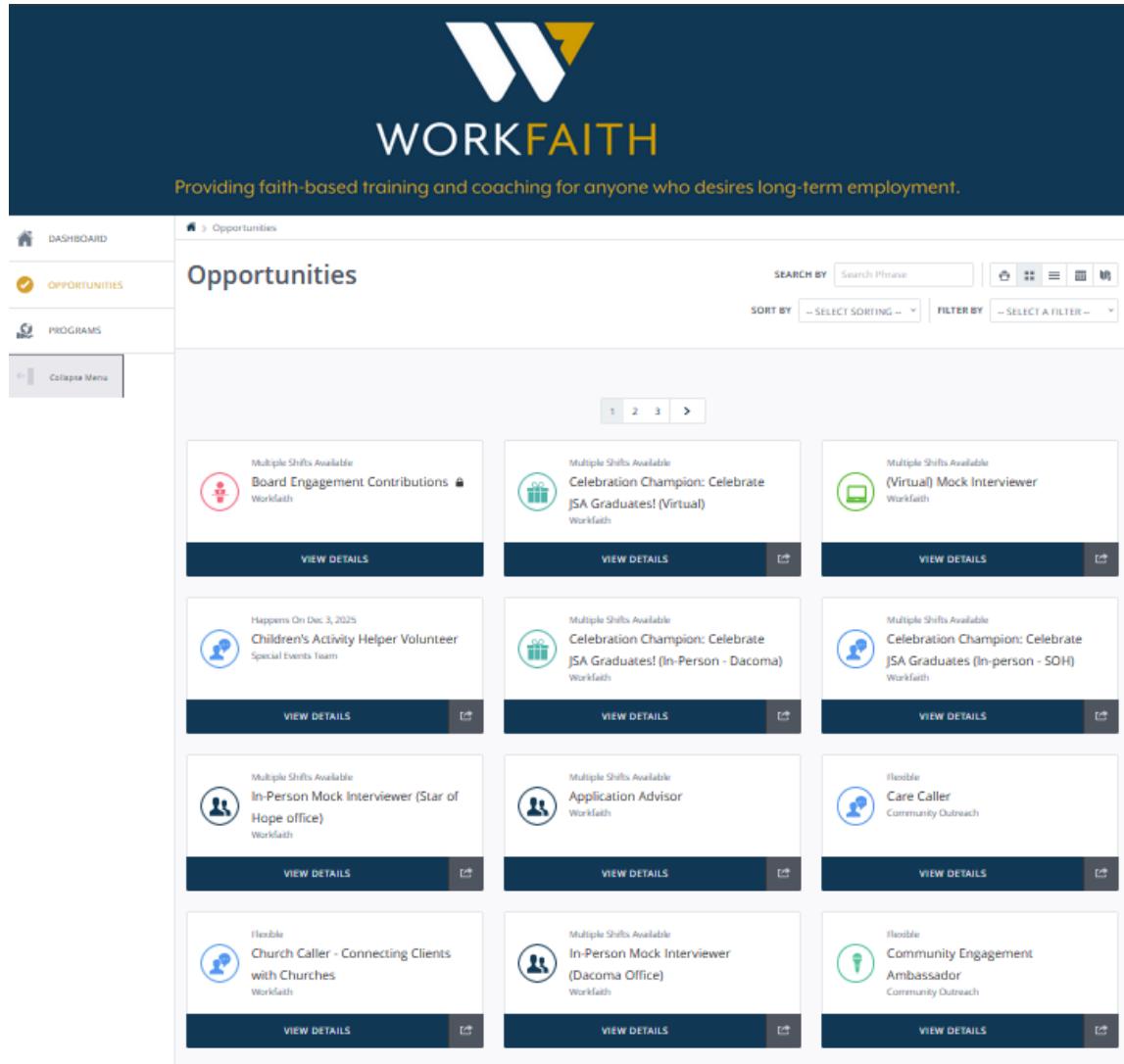
APPLICATION TEMPLATE

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.



The screenshot shows the WorkFaith volunteer platform's Opportunities page. The header features the WorkFaith logo and the tagline "Providing faith-based training and coaching for anyone who desires long-term employment." The left sidebar includes links for DASHBOARD, OPPORTUNITIES (which is selected and highlighted in orange), and PROGRAMS, along with a "Collapse Menu" button. The main content area is titled "Opportunities" and displays a grid of 12 volunteer opportunities. Each opportunity card includes a thumbnail icon, the title, a brief description, and a "VIEW DETAILS" button. The opportunities listed are:

- Multiple Shifts Available
Board Engagement Contributions
Workfaith
- Multiple Shifts Available
Celebration Champion: Celebrate JSA Graduates! (Virtual)
Workfaith
- Multiple Shifts Available
(Virtual) Mock Interviewer
Workfaith
- Happens On Dec. 3, 2025
Children's Activity Helper Volunteer
Special Events Team
- Multiple Shifts Available
Celebration Champion: Celebrate JSA Graduates! (In-Person - Dacoma)
Workfaith
- Multiple Shifts Available
Celebration Champion: Celebrate JSA Graduates (In-person - SOH)
Workfaith
- Multiple Shifts Available
In-Person Mock Interviewer (Star of Hope office)
Workfaith
- Multiple Shifts Available
Application Advisor
Workfaith
- Flexible
Care Caller
Community Outreach
- Flexible
Church Caller - Connecting Clients with Churches
Workfaith
- Multiple Shifts Available
In-Person Mock Interviewer (Dacoma Office)
Workfaith
- Flexible
Community Engagement Ambassador
Community Outreach

Navigation buttons for page 1, 2, 3, and a "VIEW DETAILS" button are visible at the bottom of the grid.

WELCOME TO



LET'S GET STARTED !