



RE-ENTRY EMPLOYMENT SERVICE PROGRAM (RESP)

APPLICATIONS

When filling out an application be careful of the words you use to describe your situation. If the employer needs more information, be prepared to answer questions in the interview.

NEVER WRITE:

INSTEAD WRITE:

Fired.....	Will discuss during interview or terminated
Personality Conflict.....	Company restructuring (if true)
Personal/Family problems.....	Growth opportunity
Burn out.....	Career shift
Injured/ Hospitalization.....	Career change
Travel.....	Raise family
	Further education (if this is true before you returned to work)
	Seek employment with more career opportunity

Acceptable reasons for leaving a job:

- Military service
- Further education (one time in a working history)
- Raise family
- Work force reduction – layoff
- Seasonal work – lay off
- Temporary employment
- Relocated
- Self-employment (one time in work history)
- Seek salaried employment (when leaving self-employment)
- Career change
- Better growth opportunity