

[www.AlmostRealProducts.com](http://www.AlmostRealProducts.com)

**ALMOST**  
REAL. PRODUCTS.

**A fictitious company.**

**A very real online job application  
and pre-employment experience.**

# Chapter 2

## Using Online Job Application Forms

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# Anticipated Outcomes I

- **Users will improve their ability to accurately fill out a job application within the time-out limits imposed by online applications**
- **Users will learn to have all information on hand to avoid being timed-out (30 minutes)**

# Anticipated Outcomes II

- Users will learn to consider personal availabilities and other unique job requirements, such as being outdoors
- Users will learn to consider and weigh disclosure issues (gender, ethnicity)

# Overview

- **An increasing number of employers are using online job application forms**
- **Some are 50 pages long and ask hundreds of questions**
- **Mistakes on applications make it easy for employers to eliminate job candidates**

# Almost Real Job Applications

- Representative of applications being used by thousands of employers all over the country
- Each application form preceded by optional EEOC data request
- No social security number requested
- No personal data saved

# Applications Available

- Each Almost Real Products division has a separate application
- A total of twelve online job application forms available
- Some applications have unique questions, such as scheduling availabilities, physical requirements

# Access/Login

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## Welcome to the Almost Real Products Portal Page

Almost Real Products (ARP) is a fictitious company that offers a very real online job application experience. AlmostRealProducts.com offers all job seekers, ages 14 and up, the opportunity to practice completing job applications and taking pre-employment tests and surveys. Virtually identical to those required by most employers, the tests and surveys on AlmostRealProducts.com are scored instantaneously, giving you a sense of their job readiness. Additionally, AlmostRealProducts.com offers a review with instructors, who can review deficiencies and provide feedback on improving their performance and as a result, the

Access to AlmostRealProducts.com is through an available subscription, [click here](#).

AlmostRealProducts.com does not collect any data entered by any individual. When you click on any of the submit buttons, all personal data entered on any form on the website is erased - no information is stored. Instructors must print all documents prior to 'submission' or all data entered will be lost.

ABOUT ARP

GO TO ARP

FREE TRIAL

LOGIN

ANALYTICS LOGIN

**Go AlmostRealProducts.com  
and login under one of two  
subscription packages ...**



*Almost Real Products is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability.*

*Almost Real Products offers competitive salaries, health benefits including medical, dental, vision, life and disability insurance, 401(k) and 403(b) plans, contributory 401(K) plans, tuition reimbursement, paid vacation and personal time. For more information, please contact Human Resources.*

*Individuals applying for available positions should know that Almost Real Products tests for illegal drug use at the point of hire and after employment depending on the job classification. As allowed by state and federal law, prior to making a hiring decision, ARP may conduct background checks, credit checks, check candidate driving records, and may refuse to hire individuals who smoke or who have a criminal record.*

## Divisions With Available Positions:

### Accounting Division

The Almost Real Products Accounting Division is responsible for tracking all revenue and expenses, financial accounting, including fixed assets, payroll and accounts payable. The division must maintain the general and subsidiary ledgers, process and record all revenues, and prepare financial statements in compliance with appropriate mandates and policies.

[Click here for more information on the Accounting Division and for available positions in that division.](#)

### Administrative Division

On behalf of managers in other divisions of the company, the Administrative Division at Almost Real Products hires support staff to perform administrative duties through a centralized employment process. Managers who have budget allocations for additional administrative staff or who have to replace departing administrative staff notify the Administrative Department, which finds and recommends appropriately skilled individuals for available positions.

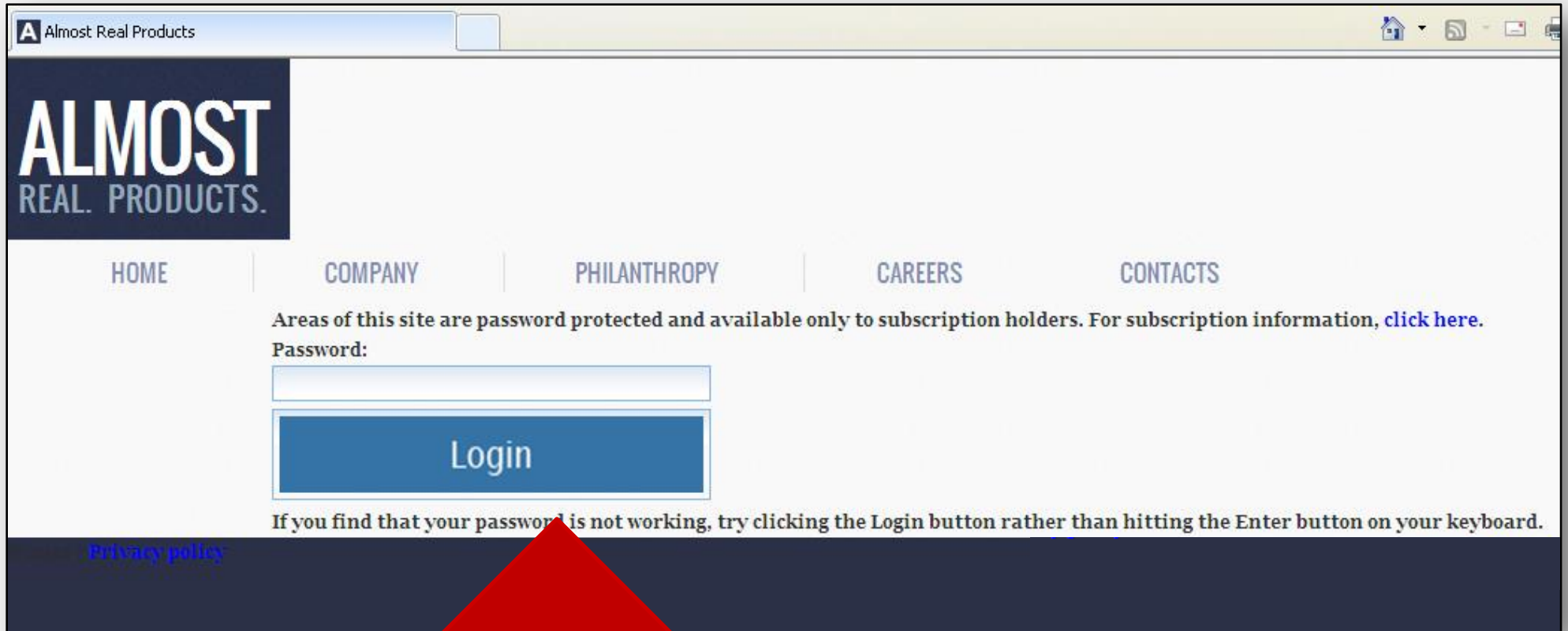
[Click here for more information on the Administrative Division and for available positions in that division.](#)

### Child Care Center

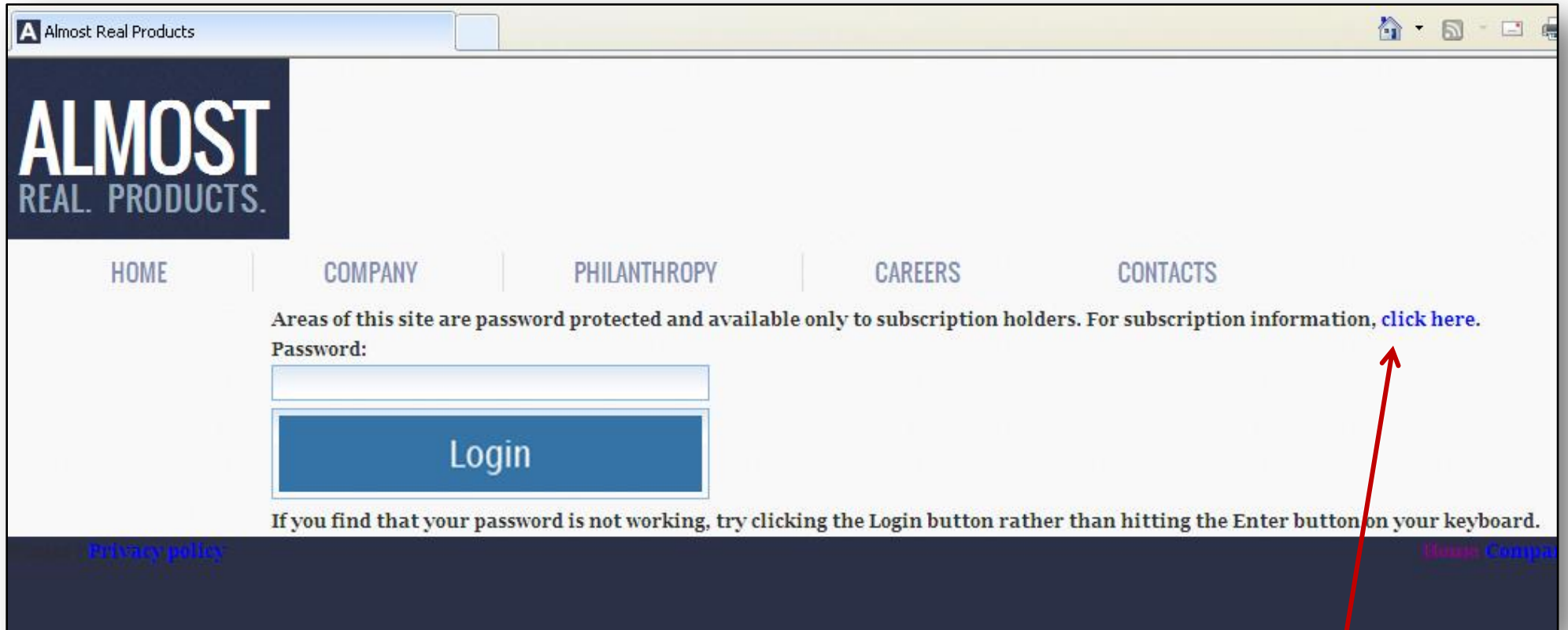
Almost Real Products offers top-quality child care services to its employees on a first-come, first-served basis. The center can accommodate 50 infants (up to nine months), 100 toddlers (nine months to two years), and 200 pre-kindergarten-aged children (two years to five years). The Center is open from 6 a.m. to 6 p.m. every day, Monday through Saturday. A pediatric nurse specialist is on duty at all times.

[Click here for more information on the Child Care Center and for available positions in that division.](#)

... or login from  
Careers page  
after selecting  
a division.



**Use your organization's  
easy-to-remember  
password to login.**



**For a free trial and subscription information, click here.**

# Navigation

**ALMOST**  
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HOME COMPANY PHILANTHROPY **CAREERS**

*Almost Real Products is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability.*

*Almost Real Products offers competitive salaries, health benefits including medical, dental, vision, life and disability insurance, contributory 401(K) plans, tuition reimbursement, paid vacation and personal time. For more information, see below.*

*Individuals applying for available positions should know that Almost Real Products tests for illegal drug use at the point of hire and may perform random drug tests after employment depending on the job classification. As allowed by state and federal law, prior to making a hiring decision, ARP will perform criminal background and credit checks, check candidate driving records, and may refuse to hire individuals who smoke or who have visible tattoos.*

## Divisions With Available Positions:

**Accounting Division**  
The Almost Real Products Accounting Division is responsible for tracking all revenue and expenses, financial accounting including financial and fixed asset reporting, payroll and accounts payable. The division must maintain the general and subsidiary ledgers, process and record all revenues, and prepare general purpose financial statements in compliance with appropriate mandates and policies.  
[Click here for more information on the Accounting Division and for available positions in that division.](#)

**Administrative Division**  
On behalf of managers in other divisions of the company, the Administrative Division at Almost Real Products hires support staff to perform a broad range of secretarial duties through a centralized employment process. Managers who have budget allocations for additional administrative staff or who have to replace departing administrative staff notify the Administrative Department, which finds and recommends appropriately skilled individuals for available positions.  
[Click here for more information on the Administrative Division and for available positions in that division.](#)

**Child Care Center**  
Almost Real Products offers top-quality child care services to its employees on a first-come, first-served basis. The center can accommodate 50 infants (up to nine months), 100 toddlers (nine months to two years), and 200 pre-kindergarten-aged children (two years to five years). The Center is open from 6 a.m. to 6 p.m. every day, Monday through Saturday. A pediatric nurse specialist is on duty at all times.  
[Click here for more information on the Child Care Center and for available positions in that division.](#)

Once logged in, go to the Careers page and select a division.

For more information, call 609-989-8315



## Accounting Division

The Almost Real Products Accounting Division is responsible for tracking all revenue and expenses, financial statements, payroll and accounts payable. The division must maintain the general and subsidiary ledgers, process financial statements in compliance with appropriate mandates and policies.


The division also provides accounting oversight and guidance to other internal departments to ensure that generally accepted accounting principles are observed, and that legal requirements, policies, and procedures are all consistently applied to maintain the integrity of the financial reporting management in budgeting, performance evaluation, cost management, and asset management.





### Available Positions/How to Apply

All applicants for jobs in the Accounting Division are required to:

1. Complete and submit the Division Job Application, required for all available positions in the division.  
[Click here to start](#) working on the Division Job Application.
2. Complete and submit the Job Match Survey, which will provide applicants with a sense of their 'fit' for available positions in the division.  
[Click here to start](#) working on the Division Job Match Survey.
3. Complete and submit the Applicant Screening Questions, which will allow applicants to answer questions that may be asked of them during an interview.  
[Click here to start](#) working on the Applicant Screening Questions.
4. Applicants must also complete and submit all pre-employment language, competency and mathematics tests associated with the desired position, listed in the column on the right in the chart below.

The assessments above, and those on the chart below, will determine whether applicants meet preliminary standards of employment. Applicants who successfully complete online assessments will also be required to participate in multiple personal interviews and additional knowledge and skills testing (including demonstrating proficiencies in common business software) in a timed, proctored environment.

Click on the plus symbol  below to see job requirements and descriptions and to access required assessments.

<b>Assistant Bookkeeper</b>	 <b>\$30,500 annual salary</b>
<b>Bookkeeper</b>	 <b>\$37,900 annual salary</b>
<b>Accountant</b>	 <b>\$55,600 annual salary</b>
<b>Financial Analyst</b>	 <b>\$92,500 annual salary</b>

Once on a  
division page ...

## Communications and Marketing Division

The Communications and Marketing Division is responsible for the company's internal and external communications and positioning. The division also assists the Sales Division with high-impact sales documents, including brochures, reports, studies, and the like. The division must manage an incredibly diverse set of projects and publications, including such things as external media alerts and management of the press, internal employee newsletters, technical product manuals, and marketing flyers/brochures targeting individual products to specific customers based on statistically relevant surveys and research done to define customer wants/needs/purchasing trends. While the division expects every employee to have an excellent working knowledge of English, individuals who are bi-lingual in languages that allow penetration of key markets will receive additional compensation. In-demand languages include: Mandarin Chinese, Japanese, German, Russian, Hindi, Arabic, Persian, Syrian, Turkish, Swahili, Urdu, Farsi, and Bahasa Indonesian.

### Available Positions/How to Apply

All a

1.

2.

able positions in the division.



**... review division  
description for  
interesting information.**

## Communications and Marketing Division

The Communications and Marketing Division is responsible for the company's internal and external communications and positioning. The division also assists the Sales Division with high-impact projects and publications, including employee newsletters, technical product manuals, and marketing materials. The division also manages relevant surveys and research done to define customer wants/needs/priorities. The division is bilingual in languages that are relevant to our business, including German, Russian, Hindi, and Spanish. The division also includes: Mandarin Chinese, Japanese,

Available Positions/How to Apply

All applicants for jobs in the Communications and Marketing Division are required to:

1. Complete and submit the Division Job Application, required for all available positions in the division.  
[Click here](#)
2. Complete and submit the Job Match Survey, which will provide applicants with a list of positions that match their skills and experience.  
[Click here](#)
3. Complete and submit the Interpretation and Inference Assessment to assess your knowledge of English, individuals who are bilingual in languages that are relevant to our business, including German, Russian, Hindi, and Spanish.  
[Click here](#)
4. Complete and submit the Applicant Screening Questions, which will allow applicants to demonstrate their skills and experience.  
[Click here](#)
5. Applicants must also complete and submit all pre-employment language, competency, and other assessments in the column on the right in the chart below.

The assessments are available in the column on the right in the chart below. Applicants who successfully complete the assessments (including demonstrations of language proficiency) will be eligible to apply for positions in the Communications and Marketing Division.

**Taking a closer look ...**

1. Complete and submit the Division Job Application, required for all available positions in the division.  
[Click here to start](#) working on the Division Job Application.
2. Complete and submit the Job Match Survey, which will provide applicants with a list of positions that match their skills and experience.  
[Click here to start](#) working on the Division Job Match Survey.
3. Complete and submit the Interpretation and Inference Assessment to assess your knowledge of English, individuals who are bilingual in languages that are relevant to our business, including German, Russian, Hindi, and Spanish.  
[Click here to start](#) working on the Interpretation and Inference Assessment.
4. Complete and submit the Applicant Screening Questions, which will allow applicants to demonstrate their skills and experience.  
[Click here to start](#) working on the Applicant Screening Questions.
5. Applicants must also complete and submit all pre-employment language, competency, and other assessments in the column on the right in the chart below.

## Communications and Marketing Division

The Communications and Marketing Division assists the Sales Division with high-profile projects and publications, including manuals, and market research. The Division also assists the Sales Division with customer wants/needs analysis. The Division is bilingual in languages that include German, Russian, Hindi, and Spanish.

The Division also assists the Sales Division with a diverse set of technical product research done to define target individuals who are bilingual in English, Japanese, and Spanish.

Available Positions/Hours

All applicants for jobs in the Communications and Marketing Division are required to:

1. Complete and submit the Division Job Application, required for all available positions in the division.  
[Click here](#)
2. Complete and submit the Job Match Survey, which will provide applicants with a list of positions.  
[Click here](#)
3. Complete and submit the Interpretation and Inference Assessment to assess your knowledge of English.  
[Click here](#)
4. Complete and submit the Applicant Screening Questions, which will allow applicants to be considered for positions.  
[Click here](#)
5. Applicants must also complete and submit all pre-employment language, competency, and background information in the column on the right in the chart below.

The assessments are available on the website. Applicants who have successfully completed the assessments (including demonstrations) will receive a confirmation email.

**... note the step-by-step application process.**

1. Complete and submit the Division Job Application, required for all available positions in the division.  
[Click here to start](#) working on the Division Job Application.
2. Complete and submit the Job Match Survey, which will provide applicants with a list of positions.  
[Click here to start](#) working on the Division Job Match Survey.
3. Complete and submit the Interpretation and Inference Assessment to assess your knowledge of English.  
[Click here to start](#) working on the Interpretation and Inference Assessment.
4. Complete and submit the Applicant Screening Questions, which will allow applicants to be considered for positions.  
[Click here to start](#) working on the Applicant Screening Questions.
5. Applicants must also complete and submit all pre-employment language, competency, and background information in the column on the right in the chart below.



## Communications and Marketing Division

The Communications and Marketing Division is responsible for the company's internal and external communications and positioning. The division also assists the Sales Division with high-impact sales documents, including brochures, reports, studies, and the like. The division must manage an incredibly diverse set of projects and publications, including such things as external media alerts and management of the press, internal employee newsletters, technical product manuals, and marketing flyers/brochures targeting individual products to specific customers based on statistically relevant surveys and research done to define customer wants/needs/purchasing trends. While the division expects every employee to have an excellent working knowledge of English, individuals who are bi-lingual in languages that allow penetration of key markets will receive additional compensation. In-demand languages include: Mandarin Chinese, Japanese, German, Russian, Hindi, Arabic, Persian, Syrian, Turkish, Swahili, Urdu, Farsi, and Bahasa Indonesian.

Available Positions/How to Apply

All applicants for jobs in the Communications and Marketing Division are required to:

1. Complete and submit the Division Job Application, required for all available positions in the division.  
[Click here](#)
2. Complete a...  
[Click here](#)
3. Complete a...  
[Click here](#)
4. Complete a...  
[Click here](#)
5. Applicants...  
in the column...

The assessments are...  
successfully completed...  
(including demonstrations...)

1. Complete and submit the Division Job Application, required for all available positions in the division.  
[Click here to start](#) working on the Division Job Application.
2. Complete and submit the Job Match Survey, which will provide applicants with a...  
[Click here to start](#) working on the Division Job Match Survey.

**The application form is the first activity in each division.**

3. Applicants must also complete and submit all pre-employment language, competency, and...  
column on the right in the chart below.

# Accounting Division:

Please use only letters and numbers in all text areas. Symbols (such as - / & \*) will be rejected.

Select a position

Enter Your First and Last Name:

Enter Your Street Address:

Enter Your Apartment or Box #:

Enter Your City:

Enter Your State:

Enter Your Zipcode:

Enter Your Phone:

Are you able to lawfully work?

Yes

Within the past 5 years, have you been convicted of, pled guilty or pled “no contest” (nolo contendere) to a felony or misdemeanor other than a traffic violation? \*A conviction will not necessarily bar you from employment.

Yes

No

The Food Services Department at Almost Real Products operates **three shifts during the hours of 6:00 am to 10:00 pm Monday through Friday**. Please indicate your availability in the chart below:

	Monday	Tuesday	Wednesday	Thursday	Friday
From:	Select a time <input type="text"/>	Select a time <input type="text"/>	Select a time <input type="text"/>	Select a time <input type="text"/>	Select a time <input type="text"/>
To:	Select a time <input type="text"/>	Select a time <input type="text"/>	Select a time <input type="text"/>	Select a time <input type="text"/>	Select a time <input type="text"/>

Date available to start:  Select a month  Select a day  Select a year



Sample applications

# Accounting Division:

Please use only letters and numbers in all text areas. Symbols (such as - / & \*) will be rejected.

Select a position

Enter Your First and Last Name:

Enter Your Street Address:

Enter Your Apartment or Box #:

Enter Your City:

Enter Your State:

Enter Your Zipcode:

Enter Your Phone:

Are you able to lawfully work in the United States?

Yes

Within the past 5 years, have you been convicted of a crime more serious than a traffic violation? \*A

Yes

No

The Food Services Department at Almost Real Products operates in the Food Services Department during the hours of 6:00 am to 10:00 pm Monday through Friday. Please indicate your availability in the chart below:

	Monday	Tuesday	Wednesday	Thursday	Friday
From:	Select a time <input type="button" value="v"/>	Select a time <input type="button" value="v"/>	Select a time <input type="button" value="v"/>	Select a time <input type="button" value="v"/>	Select a time <input type="button" value="v"/>
To:	Select a time <input type="button" value="v"/>	Select a time <input type="button" value="v"/>	Select a time <input type="button" value="v"/>	Select a time <input type="button" value="v"/>	Select a time <input type="button" value="v"/>

Date available to start:

**Note that applicants would have to submit scheduling availability.**



# More Real World

- Employers will not look favorably on an application from a candidate who does not have availability on Saturdays when the division description clearly says workers in a division are expected to work on weekends ... a clear opportunity to eliminate a candidate

WORK EXPERIENCE

List your three most recent jobs within the last five years (you may include work performed on a volunteer basis):

Company:

Phone:

Position:

Supervisor:

Address:

Dates worked: From   to

Reason for leaving:

Annual Salary \$:

Company:

Phone:

Position:

Supervisor:

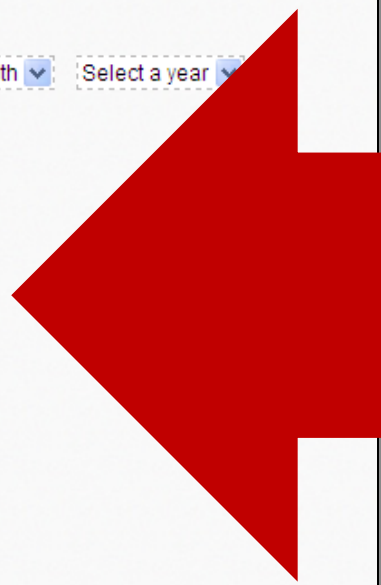
Address:

Dates worked: From   to

Reason for leaving:

Annual Salary \$:

Company:



**Younger users  
might be  
frustrated with  
the many  
questions they  
cannot answer  
due to  
inexperience.**

# Methodology

- **Start with applications in divisions that have jobs of interest to the individual**
- **Consider continuing through complete process connected to a single job of interest, starting with the application and completing all tests for that job**

# Another Methodology

- For students/clients who need repetition to reinforce learning – use all twelve job applications instead of, or in addition to, completing the entire process for a single job



DECLARATION AND RELEASE

In completing and submitting this application, I understand that it is very important that I be completely truthful. I realize that Almost Real Products (ARP) is relying on my truthfulness. I agree that if it should be discovered that the information I am providing is inaccurate, misleading or incomplete in any respect, I will be disqualified for employment or, if I have already been hired, my employment will be terminated immediately.

I understand and agree that if I should become employed by ARP, I will have the right to terminate my employment at any time for any reason. I further agree that ARP shall have the same right to terminate my employment. My employment at-will status cannot be modified unless such modification is set forth in writing in a document signed by both me and an officer of ARP. Employee handbooks, manuals, personnel policies and procedures of ARP are not employment contracts and do not modify my status as an at-will employee.

I have read and understand the foregoing. I am seeking employment with ARP under the terms set forth herein. I certify and declare that all the information I have provided is true and correct.

I authorize an investigation of all statements contained in this application. I authorize the references listed on this application to give you any and all information concerning my previous employment and release all parties from all liability for any damage that may result from furnishing such to you.

- I have read and agree to the statements above.
- I do not agree to the statements above.

**Print Before You Send**

Before you hit the 'Send' button, review the information. It is not possible to retrieve or change the data.

PRINT THIS PAGE

CLEAR

SEND

If you are not redirected to a Thank You page after clicking the 'Send' button, please contact your instructor.

**After completing the EEOC form and/or application, print out the page for instructor review.**



# Taking a closer look ...

## DECLARATION AND RELEASE

In completing and submitting this application, I am certifying that the information I am providing is accurate, truthful, and complete. I understand that if the information I provide is misleading or incomplete in any respect, I will be disqualified for employment or, if I have already been hired, my employment will be terminated immediately.

I understand and agree that if I am hired, I will be bound by the terms and conditions of the employment agreement, including but not limited to, the employee handbook, manuals, personnel policies and procedures, and any other policies and procedures that may be applicable to my position.

I have read and understand the information I have provided and I agree to the terms and conditions of the employment agreement.

I authorize an investigation of my background and all information concerning me, including but not limited to, my education, employment history, and any other information that may be relevant to my employment.

- I have read and agree to the terms and conditions of the employment agreement.
- I do not agree to the terms and conditions of the employment agreement.

## Print Before You Send

Before you hit the 'Send' button, review the information carefully and print it out. You will not be able to retrieve or change the data.

**PRINT THIS PAGE**

**CLEAR**

**SEND**

If you are not redirected to a Thank You page after hitting the Send button, scroll up to see if your application is incomplete or incorrect.

## Print Before You Send

Before you hit the 'Send' button, review the information carefully and print it out. You will not be able to retrieve or change the data.

**PRINT THIS PAGE**

**CLEAR**

**SEND**

If you are not redirected to a Thank You page after hitting the Send button, scroll up to see if your application is incomplete or incorrect.

DECLARATION AND RELEASE

In completing and submitting this application, I understand that it is very important that I be completely truthful. I realize that Almost Real Products (ARP) is relying on my truthfulness. I agree that if it should be discovered that the information I am providing is inaccurate, misleading or incomplete in any respect, I will be disqualified for employment or, if I have already been hired, my employment will be

**... print to review information ...**

modified unless such modifica  
manuals, personnel policies a

I have read and understand th  
all the information I have pro

I authorize an investigation of  
any and all information conce  
furnishing such to you.

- I have read and agree
- I do not agree to the st

**Print Before You Send**  
Before you hit the 'Send' butt  
able to retrieve or change the

**PRINT THIS PAGE**

**CLEAR SEND**

able to retrieve or change the data.

**PRINT THIS PAGE**

**CLEAR**

**SEND**

If you are not redirected to a Thank You page after hitting the Send button,

If you are not redirected to a Thank You page after hitting the Send button, scroll up to see if your application is incomplete or incorrect.

DECLARATION AND RELEASE

In completing and submitting this application, I understand that it is very important that I be completely truthful. I realize that Almost Real Products (ARP) is relying on my truthfulness. I agree that if it should be discovered that the information I am providing is inaccurate, misleading or incomplete in any respect, I will be disqualified for employment or, if I have already been hired, my employment will be terminated immediately.

I understand and agree that if I am hired, I will be required to work for ARP for a period of 12 months. I further agree that A

in carefully and print

**... or Clear to erase all information.**

I authorize an investigation of my background and all information concerning me by you or your agents, and I agree to furnish such to you.

- I have read and agree to the terms and conditions of this application.
- I do not agree to the terms and conditions of this application.

**Print Before You Send**  
Before you hit the 'Send' button, you will be able to retrieve or change the information you have entered.

**PRINT THIS PAGE**

**CLEAR** **SEND**

If you are not redirected to a Thank You page after hitting the Send button,

**PRINT THIS PAGE**

**CLEAR** **SEND**

If you are not redirected to a Thank You page after hitting the Send button, scroll up to see if your application is incomplete or incorrect.

DECLARATION AND RELEASE

In completing and submitting this application, I understand that it is very important that I be completely truthful. I realize that Almost Real Products (ARP) is relying on my truthfulness. I agree that if it should be discovered that the information I am providing is inaccurate, misleading or incomplete in any respect, I will be disqualified for employment or, if I have already been hired, my employment will be terminated.

I understand the reason for this requirement and agree to modify my information in accordance with the manuals.

I have read and understand all the information I have provided.

I authorize an investigation of any and all information concerning me, including but not limited to, furnishing such to you.

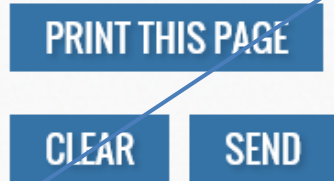
- I have read and agree to the terms of this agreement.
- I do not agree to the terms of this agreement.

**‘Send’ delivers a ‘Thank you for sending’ message, but personal information is not saved.**



If you are not redirected to a Thank You page after hitting the Send button,

**Print Before You Send**  
Before you hit the 'Send' button, you will not be able to retrieve or change the information you have entered.



If you are not redirected to a Thank You page after hitting the Send button, scroll up to see if your application is incomplete or incorrect.

# Proceed to Other Chapters

1. Overview
2. Using Online Job Application Forms
3. Using Job Match Surveys
4. Using Open-Ended Questions
5. Strategic Career Awareness 'Research'
6. Using Pre-employment Assessments
7. Using Job Competency Assessments