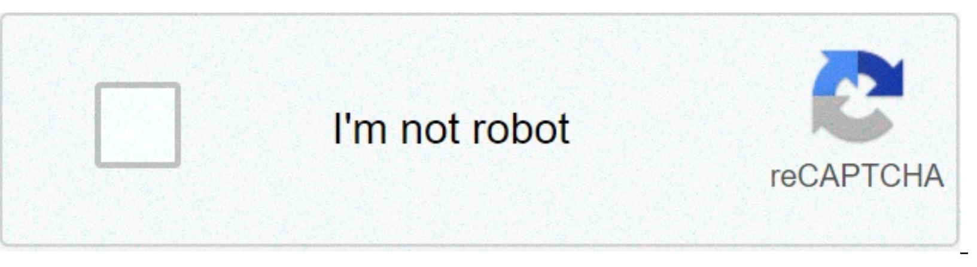
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Application forms for nsfas

One of the first contacts prospective employees have with a business is typically the application form. People seeking employment from your company will generally stop by your business and ask for an application form. Design your forms to represent your business. It is important that your application form is easy to fill out and contains necessary information so that you can make an informed decision of who to hire. Begin the application form with lines for potential applicants to fill in their names and contact information. Include one line to list the applicant's name and another to list the applicant's home address. Underneath these, include lines for the applicant's email address and telephone number. Use a checklist with "yes" or "no" options for routine information. Examples include whether an applicant is able to work in the United States or whether the applicant has a driver's license. Include a line for the applicant to fill in the license number. Ask the applicant to detail his education experience. You can use a table for this. Label the rows of the table "high school," "college or university," "graduate school." Include space in the rows for the applicant to fill in the proper information. Next, include columns detailing when the applicant attended the schools, what the applicant's GPA was, and what the applicant majored or specialized in; include space for the applicant to fill in the information. Include a third section asking the applicant to fill in her employment history. Include lines for the applicant to fill in the name of the employer, the dates the applicant worked for the employer, whether the employment was full- or part-time, and what the applicant was paid. Next, include space for the applicant to list duties she conducted at work. Include instructions for the applicant to attach a new page if she needs additional space. Include space asking questions specific to your business. For example, consider asking the applicant to include a personal statement as to why he wishes to work for you. Or include space regarding special qualifications or licenses you require and ask whether or not the applicant has them (such as commercial driver licenses or CPA certification). Tips Keep the application form short and to the point and be careful to make every question relevant to the position you are trying to fill. A thorough, standardized application form can help you weed out problematic renters and choose the best tenant for your rental home. Your application form should request relevant details about a candidate's income and rental history, to help you identify the most suitable and stable tenant. Avoid questions that may violate anti-discrimination, fair housing, state, and local landlord-tenant laws. If unsure about the acceptability of certain application criteria or questions, consult a real estate attorney well-versed in your jurisdiction's rental law. Select a word processing program to draft your application template. Include your name, as the owner, or that of the property manager, if a third-party deals directly with applicants and tenants. Include landlord contact information, such as a phone and fax number, e-mail address and mailing address for the tenant's reference. Also include the address of the subject rental property. Create a separate section for the applicant’s full name and the names of co-renters. Request personal information such as occupation, place of employment, length of time at current job, two years of employment history, monthly or annual income, Social Security Number, and current address. You can also ask if they have pets or smoke. An applicant's past performance in paying rent and caring for a rental property is a strong indicator of future habits. Research the applicant’s rental history to get an accurate picture of their previous renting experiences. Create a section with questions about the applicant’s current and former rental addresses, the duration of their residency and reasons for leaving the rental. Also, ask whether they have been evicted from a rental. Request names and contact information of current and former landlords over a certain amount of time, such as the past two-year period. Include a section that states you can conduct a background check with the information provided on the application. This may include a credit report and criminal background screening, for which you need authorization from the applicant. Depending on state laws, certain credit reporting companies include conviction and arrest information on their credit reports, according to legal website Nolo. The personal information in the application allows you to run credit or criminal history checks. However, if the applicant doesn't have a Social Security Number, they must include an Individual Taxpayer Identification Number, or ITIN. You must also disclose any fees for running these checks and the screening fees must meet state legal limits. Include a certification statement at the end of the application, in which the tenant affirms that the information provided is true. Include space for the applicant to sign and date the form. Have an attorney review your application template to ensure your questions comply with landlord-tenants laws. An attorney may also advise you of additional clauses to include that can protect your interests and prevent liability. When the form is deemed satisfactory, keep the template on file and present the same application to each prospective tenant. By Oubria Tronshaw A well-prepared resume and job application can mean the difference between earning a regular paycheck or stressing over a stack of bills. To cement your fiscal future, learn how to submit a resume and application that is complete, detailed and truthful, and highlights your particular strengths and skill set. Your name and contact information should be listed at the top of both your resume and application. Since you can format a resume yourself, choose a clear, legible font, typically larger than the font used throughout the rest of the document. A job application provides fields for you to fill in your information. Be prepared to fill in your first and last name, daytime, evening and cell phone numbers, physical address (including city, state and zip code) and email address. Resumes and job applications should be printed neatly with blue or black ink. Both job applications and resumes require your educational history, though usually in different places. Job applications typically provide fields for educational history after your work experience. On resumes, it usually goes beneath your contact information. The details required are different, too. Job applications provide space for your high school, college, graduate school and, if applicable, trade school. For each field, you’ll need to fill in the name of the school, the city and state and the degree earned (or years attended). Since it's up to your discretion what information goes on a resume, you can share as much or as little educational history as you want, as long as the information you provide is pertinent to the job you want. If you’re applying for a job that requires a graduate degree, your high school information probably isn't necessary. A detailed description of your work history is required for job applications and resumes. On both documents, you’ll need to include the company name, city and state, length of employment, your official title and a brief description of your duties. Job applications might also ask for your immediate supervisor’s name and phone number, as well as the reason why you left the position. This information isn’t required on a resume. On a resume, however, you should add a brief description of your successes at your former job. For example, “Increased year-end revenue by 20 percent or “Helped the university renew accreditation for the next decade.” List your job history in reverse chronological order, starting with your most recent position. After your work history, both documents should list any special skills you want a potential employer to know you have. Examples include computer and special technology skills, additional languages spoken and awards or publications relevant to your career. Job applications typically require you to include three or more academic or professional references. Don’t pick relatives or friends to vouch for you; choose people who can speak about your work ethic and potential -- or actual -- career success. Be prepared to include each person’s first and last name, company name and title, physical address, phone number and the length and manner in which you’ve been acquainted. Although you don’t need to put this information on a resume, have it on hand in case a potential employer asks. Fill out your job applications in blue or black ink and print neatly. Take your time to avoid erasures. If you take your application home, don’t fill it out near food or drink to avoid stains. Always double check your job application or resume for errors before handing it in. Follow all instructions carefully, and don’t leave any spaces blank unless the question doesn’t apply. Also, tell the truth on your resume and application. If you get the job based on a lie, you could be heavily penalized once your boss finds out, up to and including termination. ©2021 American Heart Association, Inc. All rights reserved. Unauthorized use prohibited. The American Heart Association is a qualified 501(c)(3) tax-exempt organization. *Red Dress ™ DHHS, Go Red ™ AHA ; National Wear Red Day® is a registered trademark. An application for payment is a construction document that outlines how a contractor will be paid. The application for payment includes the services or materials used or the jobs that are being executed under a contract agreement. This document is usually presented as a list and includes the unit price and quantity of each item being furnished. An application for payment provides both the owner and the contractor with a method of controlling what items or materials have been provided by the contractor. It's a great tool to expedite payment and to minimize the possibility of error. It also helps to keep track of the project cost, balance to completion, material received to date, material installed to date, and work completed. The documentation required for an application for payment can vary from project to project, but most include a general form and one or more schedule documents. Photo Caiaimage/Trevor Adeline Getty Images The applications for payment forms that are most often used include: AIA Forms: G702 Application and Certificate for Payment: Serves as the request for payment by the contractor and includes a certification by the architect to determine whether payment is approved. ConsensusDOCS 291 Application for Payment (GMP): Facilitates the calculation and documentation of progress payments where the basis of payment is a guaranteed maximum price. ConsensusDOCS 292 Application for Payment (Lump Sum): Facilitates the calculation and documentation of progress payments where the contract price is a lump sum. ConsensusDOCS 293 Schedule of Values: Provides a breakdown of the cost of elements of the work and should be used with the ConsensusDOCS application for payment forms ConsensusDOCS 291 and ConsensusDOCS 292. The schedule of values is a sheet on which items are listed along with their unit prices and quantities as well as summaries of what has been paid and what is being certified for payment. It provides a general overview of the project status. Depending on how the contract is written, this can be in the form of a lump sum value or an itemized list that will provide a better understanding of the work being billed. It is a good idea to provide a sample value sheet during the negotiation process and the RFP and bid processes. This can be used later as the schedule of values, ensuring a smoother process. Schedule #2 provides a comprehensive list of the subcontractors who took part during the respective period and performed work under the specified contract. This is required to justify the amounts being certified under the schedule of values. This schedule is very specific in some contracts and may require additional documentation, such as payrolls, certifications, and lien waivers to make sure that all subs have been paid. Schedule #3 under the application for payment is a document that releases and presents waivers of claims and stop notices from all subcontractors who are furnishing labor, services, or materials covered by the certificate for payment. This document provides a guarantee to the client that there will not be any claim by the subcontractors due to payment, performance, or any other possible claim. Some contracts require that you submit the latest and most up-to-date project schedule so they can make sure the project is moving along as expected. The customer might also ask for photos or videos documenting the project's progress. Present your best self in the college admissions process by considering these tips. Find information on grades, AP classes, letters of recommendation, interviews, extracurricular activities, and athletics to ease your application process.

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