

HOW TO APPLY FOR AN ACDA JOB

FREQUENTLY ASKED QUESTIONS AND ANSWERS

Q. Do I have to complete an ACDA employment application or can I just send in my resume?

A. You must fully complete our employment application. A resume alone is not acceptable and will be rejected.

Q. Can I attach my resume to the application?

A. Yes, but you also must fully complete the Employment History section on the application. Failure to provide all of the requested information will disqualify your application.

Q. I've heard it helps if I apply either early in the application process or at the very end. Do either of these help or hurt my chances.

A. Neither hurts or helps you. We will evaluate applications as they are received and early/late in the process applications receive no greater credit. Sometimes people believe they can get an "edge" based on when they apply and how often they call back to check on their application.

Q. What does ACDA look for in a job application?

A. We look for a number of things first:

1. Is the application neat and easy to read.
2. Are all of the questions answered fully and completely.
3. Are all of the employment history questions answered and blocks completed.
4. Is the application signed.
5. We then look to see if the application reflects the minimum qualifications for the position as indicated in the job announcement.

Q. The application asks for the reason I left a job. Is it OK to say "personal reasons" or "will explain in the interview"?

A. No. We look for openness and thoroughness in the application. It may not disqualify you but it may appear that you are hiding the reason.

Q. How can I best describe my work experiences?

A. The job duties section is critical. This is where many applicants take themselves out of consideration because they don't give full and complete descriptions of their duties. We will evaluate the information you provide. We do not try to guess what you did. If you want your experience to be considered, you must tell us what you did, even if you add an extra sheet of paper. In this case, more information is better. Make sure that we can read what you put in the box. If we can't read it we can't give you credit for it.

Q. You ask about convictions. Will a conviction eliminate me from consideration?

A. Not necessarily. That will depend on what the crime was and when it occurred. Some job-related crimes may bar consideration for 7 years from the date of the conviction, others may have no effect. What disqualifies most applicants in this area is a failure to give us a complete answer. We require you do tell us what the crime was, when you were convicted and what your sentence was. Partial answers usually will disqualify the applicant. Be sure to read the application and follow the instructions carefully.

Q. How will a driving conviction such as a DUI affect my application?

A. A driving conviction may not have any affect. If the position for which you are applying does not require driving, it won't hurt you. **BUT**, if the position requires driving and a valid license, a DUI, refusal to submit to a Chemical Test, or driving with a suspended, revoked or cancelled license will exclude your consideration for 5 years from the date of the offense. A second offense or combination of offenses will exclude your consideration for 10 years and a third will exclude you from employment with ACDA in a position that requires a license and driving. These restrictions are based on the requirements of our insurance carrier.

Q. I don't have a high school diploma. Will that matter.

A. Not necessarily. Most of our positions would accept a GED or additional related job experience instead of a diploma.

Q. The application has a form attached that requests Affirmative Action information. Do I have to give that?

A. No. That is entirely voluntary and is only maintained for statistical recordkeeping purposes. It is separated from your application when the application first arrives in Human Resources and is not considered in our screening process. The interviewing manager does not see that information.

Q. Are there other things that will disqualify me from consideration?

A. Yes, things like:

1. Not having a driver's license for a position that requires a license.
2. Not having the required experience for the job.
3. Inability to perform the essential functions of the job with or without an accommodation.
4. Applications received after the stated date and time for application. If your application is received after the hiring deadline it will not be considered.

Q. I like to put my application in a folder or other distinctive binder. Is this OK?

A. It is OK but it doesn't help in your presentation. Applications are separated from binders and folders on receipt so that we can evaluate all applications evenly and not give an advantage to one over another because of the "wrapper" the application has.