

# Application Screening Form

Applicant \_\_\_\_\_

Reviewed by \_\_\_\_\_

## Make sure to check applicant's file for the following items:

- Is applicant old enough?  Yes  No
- Is applicant a legal, permanent resident?  Yes  No
- Does applicant have any felonies or convictions? (If yes, please indicate at the end of the form.)  Yes  No

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## Considering the whole application, evaluate the applicant on a scale of 1 to 5 in each of these areas:

- Scale:**
- |   |   |
|---|---|
| 1. <b>Inadequate</b> – Definitely not hire! | 4. <b>Good</b> – Would hire.                  |
| 2. <b>Poor</b> – Probably not hire.         | 5. <b>Wow!</b> – Don't let this one get away! |
| 3. <b>Potential</b> – Might hire.           |   |

### Motivation and Commitment

Score: \_\_\_\_\_

#### Candidates should score higher if they have:

- Done work similar to this program
- Taken the time to include a cover letter or extra reference
- If this program seems to fit in well with their career goals
- Filled it out completely and professionally
- Displayed a history of service in their experiences
- Gotten their applications in early

#### Candidates should score lower if they:

- Haven't put much time into the application
- If their answers to questions are brief or wage/benefit-oriented

### Flexibility

Score: \_\_\_\_\_

- Work history
- Personal motivation statement
- References under "work performance" and "relationships with other people"
- Worked in camps and youth corps, especially over an extended period of time (they most likely have acquired some degree of flexibility with this experience)

### Maturity\*

Score: \_\_\_\_\_

- References
- Work history (reason for leaving)
- "Emotional maturity"
- Would their maturity work for the Academy?
- Do they have rich, varied life experience?
- Is this their first job?

*\*Do not assume maturity simply by age; they may be mature for their age.*

### Interpersonal Skills

Score: \_\_\_\_\_

- Type of work done in the past
- Skills section of the application
- Experience working with diverse groups and/or an understanding of cultural diversity
- Comments of references
- Educational background

### Productive Capacity

Score: \_\_\_\_\_

- Do they have skills appropriate to the Academy projects?
- Have they worked/volunteered with any of our partner agencies?
- Have they received any special awards?
- Have they seen a project (e.g., a thesis, a senior project)—something above and beyond the regular call of duty—through from beginning to end?
- Are they high achievers in school, work or voluntary community service?
- Did they work and go to school or did they work and volunteer?
- Did they go to school and volunteer?
- Are they the Terminator-type who worked, volunteered, and went to school?

**Related Work/Volunteer Experience:**

**Score:** \_\_\_\_\_

There is some duplication here because of the importance of these last two categories. This “duplication” gives these criteria the weight they deserve. Only pay attention here to the extent and the quality of the experience itself. Has it prepared the applicant for this position?

**Overall Impression:**

**Score:** \_\_\_\_\_

Is the application as a whole professional? Complete?

**Comments:**

Please list strengths and weaknesses: anything interviewers should be aware of or factors that would discourage an interview altogether.

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**Total Score:** \_\_\_\_\_

**Recommend interview:**  Yes  No

If no, why? (Please be specific)	If yes, suggested placement(s)