

CANDIDATE APPLICATION FORM

Section 1: Personal and contact information

(This initial section is for collecting basic identity and contact information)

Full name: Legal first, middle, and last name.

Email address: A professional email for all official communication.

Phone number: A reliable mobile number.

Address: Current Street address, city, state, and ZIP or postal code.

Links: URLs for professional profiles such as LinkedIn or a portfolio website (for creative roles).

Job-specific fields:

Position applied for: A dropdown menu or text field to specify the job title.

Availability: Earliest possible start date.

Authorization: Confirmation of legal eligibility to work in the desired country or location.

Section 2: Educational background

(This section details the candidate's academic qualifications. It should be structured in reverse-chronological order)

Highest degree first:

- o Institution name
- o Degree and major
- o Graduation date

Certifications and licenses: Any relevant professional certifications, licenses, or courses.

Section 3: Work experience

(This section captures a candidate's professional history, also in reverse-chronological order. It can be a simple upload field for a resume or require manual input)

For each position:

Company name

Job title

Dates of employment

Key responsibilities and accomplishments: Use bullet points to list duties and quantify achievements.

Reason for leaving: A field to explain the reason for job separation.

Section 4: Skills and competencies

(This section helps screen candidates for specific hard and soft skills)

Technical skills: List software proficiency, coding languages, or other technical expertise.

Language skills: List all languages spoken and level of proficiency.

Soft skills: Include a field to highlight soft skills like communication, leadership, and teamwork.

Skill rating: Optionally, allow for a self-rating of proficiency level (e.g., beginner, intermediate, expert).

Section 5: Supporting documents

(This section is crucial for allowing candidates to upload all relevant documents. Ensure the portal supports various file types, such as PDF and DOC)

Resume/CV: Allow candidates to upload their resume.

Cover letter: Provide an optional upload field for a cover letter.

Portfolio/Work samples: Provide an optional upload for portfolios, design samples, or other relevant work.

Section 6: Screening and disclosure questions

(These custom questions help filter candidates and ensure compliance.
They should be clear and concise)

Experience-related: "Why do you believe you are a good fit for this role?"

Situational: "How would you handle [a specific job-related scenario]?"

Relocation and travel: "Are you willing to relocate?" or "Are you available to travel for business?"

Equal employment opportunity (EEO) details: Optional fields for demographic information like gender, race, and veteran status.

Section 7: Declaration and consent

This final section is for the candidate's legal declaration and signature.

Accuracy declaration: A statement confirming that all information provided is true and accurate.

Consent: Explicit consent for the company to process their personal data for recruitment purposes.

E-signature: A checkbox or field for the candidate to provide a digital signature.

Section 8: Enhanced candidate information

These sections go beyond the standard resume details to provide a more holistic view of the candidate.

Work authorization: Crucial for legal compliance, this section explicitly asks about a candidate's work eligibility for the required country.

Are you legally authorized to work in [Country]? (Yes/No)

Will you now or in the future require visa sponsorship for employment? (Yes/No)

Availability and desired compensation: Including these details early helps recruiters screen for candidates whose expectations align with the role's parameters.

Earliest available start date

Desired salary or pay range (Negotiable/Specific Amount)

Willingness to travel (for roles that require it)

References: A dedicated section for references streamlines the background check process.

Name, occupation, and contact information for 2-3 professional references.

A checkbox asking for permission to contact references.

Section 9: Candidate engagement and experience

These features are crucial for improving the candidate experience and ensuring that top talent is not lost due to a frustrating application process.

Save and resume functionality: Allows candidates to save their progress and return to the form later, which is especially helpful for lengthy applications.

Progress indicator: A visual progress bar or "step x of y" shows candidates how far along they are in the process.

Job alerts and notifications: Candidates can opt-in to receive email notifications when new roles matching their search criteria become available.

Confirmation of receipt: An automated email confirmation reassures candidates that their application was successfully submitted and informs them of the next steps.

Section 10: GDPR and compliance

For companies hiring globally, especially in Europe, incorporating GDPR requirements is mandatory to protect sensitive candidate data.

Explicit consent: Candidates must give clear, specific, and unambiguous

consent for their data to be collected and processed.

Privacy policy link: The form should include a link to the company's privacy policy, which explains how candidate data will be used and stored.

Data minimization: The form should only ask for information that is necessary and relevant to the job. Avoid collecting excessive or irrelevant personal details.

Right to erasure: Inform candidates of their right to withdraw their consent and have their data deleted from the system.

Section 11: Screening and customizability

These features allow employers to tailor the application process for different roles and efficiently filter candidates.

Conditional logic: The form can use logic to show or hide questions based on a candidate's previous answers. For example, if a candidate indicates they are an experienced professional, the form may hide questions intended for entry-level candidates.

Customizable fields: The system should allow administrators to add custom fields or sections for specific job openings. For instance, a software development role might require a link to a profile, while a designer role needs a portfolio link.

Resume parsing: This function automatically extracts key information like work experience and education from an uploaded resume and populates the relevant form fields.

Knockout questions: These are used for initial screening to automatically filter out candidates who do not meet mandatory criteria,

such as required certifications or years of experience.

Section 12: Applicant tracking system (ATS) integration

For managing and analyzing large volumes of applications, integration with an ATS is essential.

Resume formatting: Ensure the application form and resume upload function are ATS-friendly. This means avoiding complex graphics, tables, and unusual fonts that can confuse ATS software.

Keyword optimization: The form should allow for easy extraction of keywords from the candidate's resume, which the ATS can then use to rank applicants based on their match to the job description.

Reporting and analytics: The portal should integrate with an ATS to generate reports on key metrics, such as time-to-hire, source-of-hire, and application completion rates.

Important Notes:

Mobile-friendly: The form must be responsive and easy to complete on mobile devices, as many candidates apply on the go.

Minimize manual entry: Use auto-fill from uploaded resumes and offer "Apply with LinkedIn" options to reduce friction.

Save and resume: Allow candidates to save their progress and return to the form later.

Progress indicator: Use a progress bar to show applicants their position in the form.

Keep it brief: Ask only for essential information needed for the initial screening. Lengthy forms have higher abandonment rates.

Clear validation: Provide immediate, clear error messages when information is missing or incorrect.