

JOB APPLICATION HINTS

A job application is often the first and only impression an employer gets before deciding to hire you, so make sure the application is completed properly. Employers use the job application to judge an applicant's:

- ✓ Ability to follow directions
- ✓ Ability to read, write, and spell
- ✓ Neatness – pride in their work
- ✓ Accuracy
- ✓ Ability to complete requested tasks
- ✓ Honesty

Job applications often look easy but they are not. They ask for a great deal of information in very small spaces. All applications ask for similar information but in a different order.

- Read the entire application before beginning.
- Note whether information is requested in chronological or in reverse order.
- Work slowly and carefully.
- Use your full name – no nicknames.
- Many applications are now done by way of computer entry; however, for those applications that are submitted on paper copy, always PRINT everything except your signature.
- Use a black or blue ink pen – NEVER pencil unless it is specifically requested.
- Answer every question. However, if a question bothers you, write “see me,” such as in situations where you are asked if you have been fired from a previous job or convicted of a crime.
- If a question does not apply to you write N/A (not applicable).
- Don't list an expected salary. Instead write “open” or “negotiable.”
- Make sure your reason for leaving each previous job is a good one. Managers do not like quitters.
- Make sure you have permission to use a person's name before you offer him or her as a reference.
- Don't forget to sign and date the application after you read the agreement.
- Hand in paper applications unfolded, unwrinkled, and free from finger marks.