

## TIPS FOR COMPLETING JOB APPLICATIONS

**Hint:** Always keep a copy of your completed application so you can review it before your interview.

Any employment process begins with a company's job application. The impression you make when you obtain and fill out this application is extremely important. If you go to the job site to obtain an application, be mindful of your appearance and behavior.

- ✓ Wear clothes that are clean, ironed, and free from tears or holes.
- ✓ Be polite and come prepared with a pen or pencil and a copy of your resume or the information needed to complete an application on site, if required.
- ✓ If possible, pick up the application and ask if you can return it the next day.
- ✓ The Americans with Disabilities Act prohibits employers from asking medical or disability-related questions on a job application. The exception to this is that a government agency can ask an applicant to voluntarily disclose a disability for affirmative action purposes. If you encounter specific questions about your disability or medical history, leave them blank.

### ***When you complete the application form:***

**Be Careful-**If you are careful about following instructions on your application, an employer will probably think that you will be careful as an employee. Employers may use the application form to judge how well you follow instructions and how careful you may be as an employee. Know the deadline for applying and where to deliver your application.

**Be Neat-** Print or write clearly so your application is easy to read. Use a reliable black or blue ink pen.

**Be Certain-**Before you begin to fill in the blanks, read everything on the application carefully. After you complete the form, read it again to make sure that there is no information missing.

**Be Prepared-**Fill out a sample application form to bring with you. By having all the information about yourself ready ahead of time, you will be able to fill the application form in completely and accurately. Be sure to have a copy of the job description if possible and use similar words when writing your cover letter, resume and filling out the job application. Have copies of transcripts, letters of recommendation, and other documents ready to attach to your application form.

**Be Alert-** If you are not sure about the meaning of abbreviations, etc., ask the person, who gave you the form, to explain.

**Be Complete-**Answer every question, if a question does not apply to you write, "Does not apply." If you wish to discuss the answer in interview, write, "Will discuss in interview." Sign and date the application in the space(s) provided. Remember, you do not have to answer questions about your disability, age or race on an application or in an interview.

**Be Correct-**Watch your spelling, grammar, and punctuation.

**Be Thorough-**Describe all your skills and abilities and also list the kinds of computers, machinery, equipment, and tools you are able to use, be sure to indicate any licenses that you may have.

**Be Accurate -**Make certain that all the information is correct. Check all of the employment dates, telephone numbers, and addresses for accuracy.

**Be Prudent**-When listing references be sure that you have contacted them ahead of time to let them know. Pick your best references and use them for every application.