

Applications

Your application is the first impression an employer has of you, the applicant, and it often will make crucial difference in whether or not an employer will interview you for a job.

Hints for Completing an Application

- ✓ Pick up two applications and use one as a rough draft.
- ✓ The application should be typed or printed in pen.
- ✓ Use only black or blue ink.
- ✓ Fill in all the blanks. If they do not apply, put in a dash mark or "N/A"
- ✓ Print as neatly as possible. No erasures, cross outs, smudges, or spills.
- ✓ Never fold or crinkle the application.
- ✓ List all jobs held, including volunteer work. Be as complete as possible, providing supervisor, address and phone number of employer.
- ✓ If the employer is requesting you to list your skills be as specific as possible.
- ✓ Use care in sentence structure, spelling and punctuation.
- ✓ List phone numbers where you can be readily reached.
- ✓ Create a master application to use as a reference. This is an application that is already completed, checked for accuracy, spelling, correct addresses, correct hire and termination dates from previous employment. It is much easier to complete a well-written application if you don't have to recreate the material every time you complete an application.
- ✓ Be prepared with the names, addresses, and telephone numbers of at least three personal references. Never use family members. You may wish to list teachers, ministers, friends or former employers. Make sure that you have their permission before using them as a reference.

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