

THE JOB APPLICATION

The job application contains a series of questions of a personal and work-related nature. Employers use the application as a device to screen applicants. You should take care that it makes a good first impression. The following are some suggestions for completing your application:

- Be Careful** If you are careful about following instructions on your application, an employer will think that you may be careful as an employee.
- Be Neat** Type or print carefully so that your application can be read easily. Use a reliable blue or black 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 you have answered every question.
- Be Alert** If you are not sure about the meaning of abbreviations used on the form, ask for clarification
- Be Complete** If a question does not apply to you, write, "Does not apply."
- Be Correct** Watch your spelling, grammar, and punctuation.
- Be Inclusive** Describe all your skills and abilities. List the types of computers, software programming, machinery, equipment, and tools you are able to use.
- Be Accurate** Make sure all information is correct. Check employment dates, telephone numbers, and addresses for accuracy.
- Be Prepared** Take a sample application form with you when you apply for a job. By having all the information about yourself ready ahead of time, you will be able to complete the application accurately. Include names, addresses, telephone numbers, FAX numbers, e-mail addresses, dates, and supervisors' names.