

Application Process

Applications:

A job application may be the employer's first introduction to you. Employers often ask job seekers to fill out an application before they are interviewed. The manner in which you complete your application often tells an employer how well you will perform your job. Since the product you are selling is yourself, it is well worth the time and effort to complete the application to the best of your abilities.

Tips for Completing Applications:

- Read through the complete application before answering any questions. If handwritten, be sure to print legibly. You should use black or blue ink or pencil depending on the requirement of the application.
- Fill in the blanks providing complete, detailed information. If a question does not apply to you, write "NA" (not applicable) to show that you did not miss or simply skip this question.
- Be sure that all names and addresses are spelled correctly. Carry your Social Security card, military discharge, special licenses, and other such information with you for reference.
- Have your background and experience list with you in order to correctly enter titles, dates and addresses.
- A good way to keep this information is to prepare a pocket resume with all pertinent application information which can be carried by you as a job seeker to help you accurately complete each application.
- Use appropriate job titles for your previous positions and for positions you are seeking. Have specific jobs in mind. Do not ask for "just anything".
- If you are not sure of the wages of the job for which you are applying, write "negotiable" until you have a chance to discuss the job responsibilities with the employer.
- If you do not have the telephone number, ask a friend or neighbor for permission to use their number and indicate on the application that it is a number where a message may be left.
- If you have an answering machine on the phone you list as your contact number, make sure that the recorded message you have on that machine conveys a professional image. Silly or inappropriate messages can hurt your chances to be considered for a job.
- Ask three people (who are not related to you) if you may use their name for references. Know the current address, occupation, and telephone number(s) for each. Some employers ask for business references or name of previous supervisors. You should also keep a list of

previous supervisor and their contact information. If you have not held a job before, it is permissible to use teacher or family friends as references.

- If there is a special situation in your past, **such as a criminal conviction**, you should answer specific questions honestly and it may be best to write “will explain in person” in the appropriate blank. This will give the employer a chance to ask questions in an interview.
- After you have completed the application, check it over to make sure that the information is thorough and accurate. If you have any questions about the application, ask a person in charge to explain it to you.
- Usually, you will be asked to sign a statement that the information you provided is true. False statements made on an application or intentional omissions of information are grounds for dismissal after being hired.
- If asked, agree to sign a statement giving the employer permission to contact your past employers and check your school and work records. Not giving permission gives a potential employer the impression you have something to hide.
- Always be professional and show respect when filling out an application. Keep in mind that the person who hands you an application may be involved in the decision to interview and hire you. Your behavior and appearance really does matter.
- If you are asked to complete the application at the job site it is important to give the impression that you are prepared. Have all your information available in the form of a pocket resume. Have all your identification and license information with you when apply.
- Some electronic applications are timed and it is important to be organized and enter your information as quickly and accurately as possible.