



## TIPS FOR COMPLETING AN APPLICATION

Whether you're filling out a paper document or an electronic form online, completing a job application requires preparation and professionalism. Here are some important things to remember:

- Never use abbreviations, slang or emoticons/emojis.
- Avoid writing "see resume." Fill out the entire application.
- Avoid negative information, if possible. Never give false information.
- Target your qualifications. Many applications have limited space, so showcase the skills and experience best suited to the job.
- When applying for specific positions, be sure to include the correct job title on the application.
- If you have gaps in your employment history, list positive ways you spent the time while unemployed.
- When asked about salary requirements, provide a range or

respond "negotiable."

- Read the application and see what directions are given.
- It is important to follow directions because this is the employer's first impression whether you follow directions or not.
- Fill in **EVERY** space unless the answer will throw a red flag and screen you out of the interview. In this case, use a small neat dash or N/A for not applicable.
- **NAME:** Use your legal name, put nicknames in parenthesis.
- **Criminal Convictions: LYING** on an application never pays off! Be honest and in space provided for explanation write: *Would appreciate opportunity to explain in interview.*
- **Other Experiences/Skills: FILL THIS IN! SELL YOURSELF!** List any volunteer work, or experience, or skills that may not show up on your work record.
- **Education:** Fill this in completely. On all schools, use the latest one you attended or the one where

you received your degree or diploma. If you have earned your GED, check "Graduated."

- **Personal References:** You need to have AT LEAST three references. Good references include employers, instructors, co-workers, long time acquaintances, customers, etc. Never use family members.
- **Employment:** Follow directions. List the name, address and phone number of each business. In **DETAIL**, list your accomplishments and/or work duties that are related to the job you are applying for.
- **Reason for leaving:** Think of all possible reasons for leaving and select the most positive and honest ones you can use:
  - To further education
  - Relocated
  - Seasonal position
  - Career change
  - Opportunity for advancement
  - Reduction in force
  - Position ended
  - Business closed