



# Filling out a Job Application

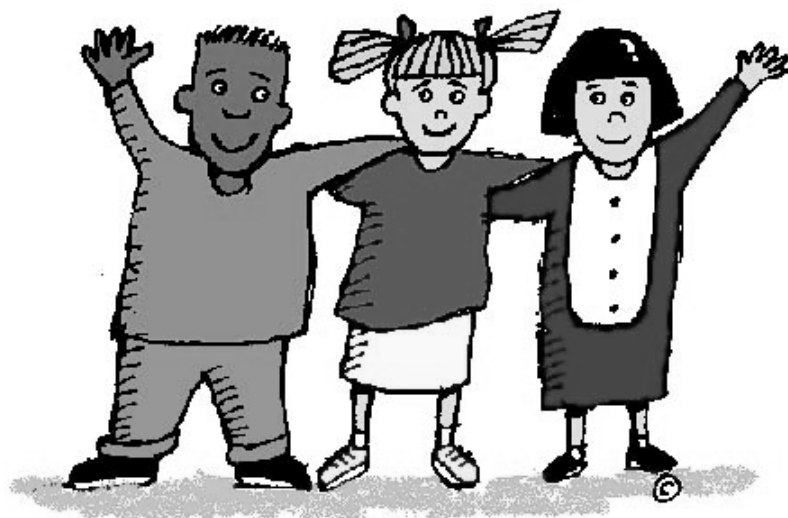


# Remember!

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- # If you are a job seeker, you will probably have to fill out one or more application forms.
- # You should know that employers do read the forms, and that the way you prepare the application can make a big difference in getting an interview and being hired for the job.

# Be prepared



- # Make sure you know the correct names, dates, places and other information you will need. It may be helpful to create a sample application to bring with you when you apply for a job, in case you must fill out an application form on the spot.**

# Ask if you may bring an application home

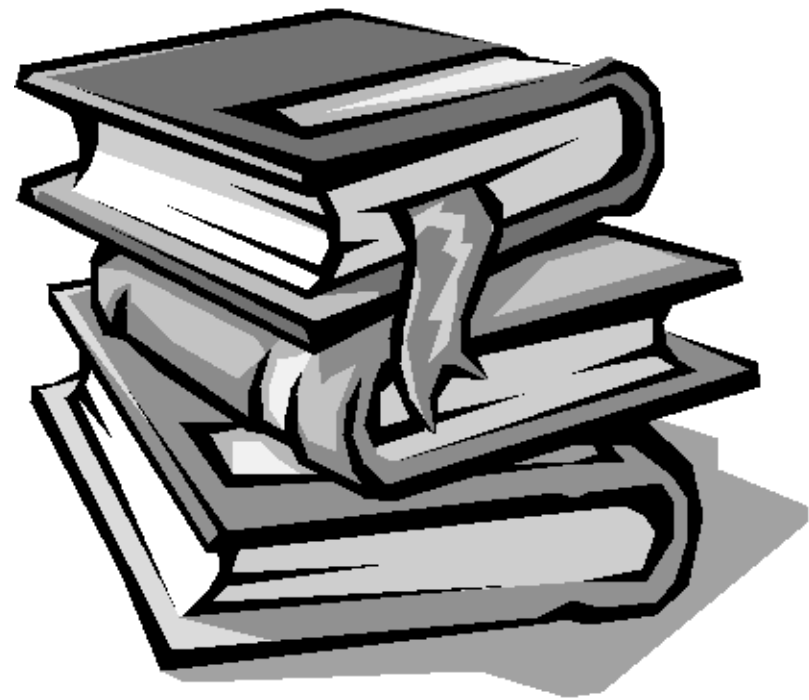
- ✦ Filling out the form at home can be easier as you are able to take your time and do a good job. If possible, ask for an extra form, just in case.



# READ THE FORM

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- # Before you start writing, look for instructions that say "use pen only" or that tells you to list information in a certain order.



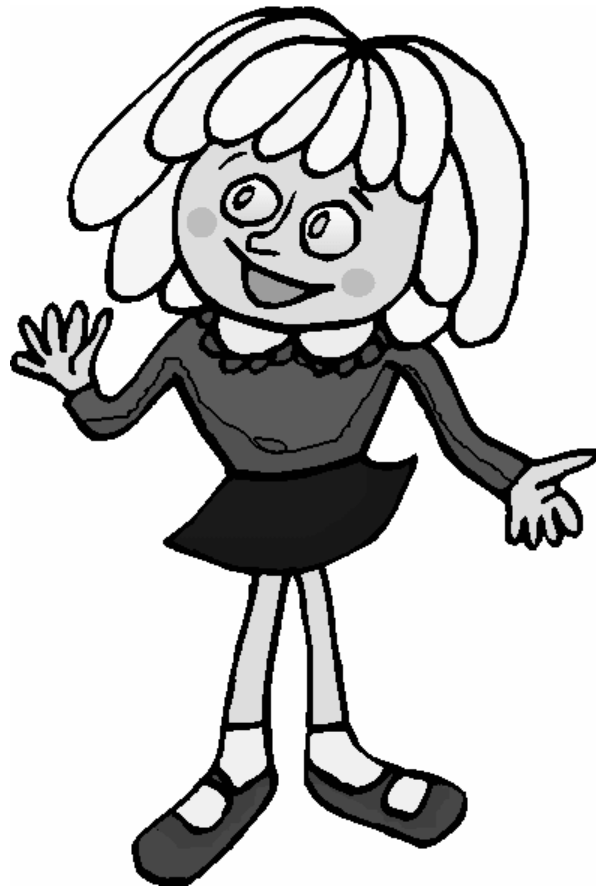
# Be neat



**# Use a pen or, if you take the form home, you might want to type the information in. If you need to correct a mistake, use correction fluid.**

# Answer all questions completely and accurately

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- # Know proper dates, addresses and how to spell names and places. Don't make up answers.

# Be positive

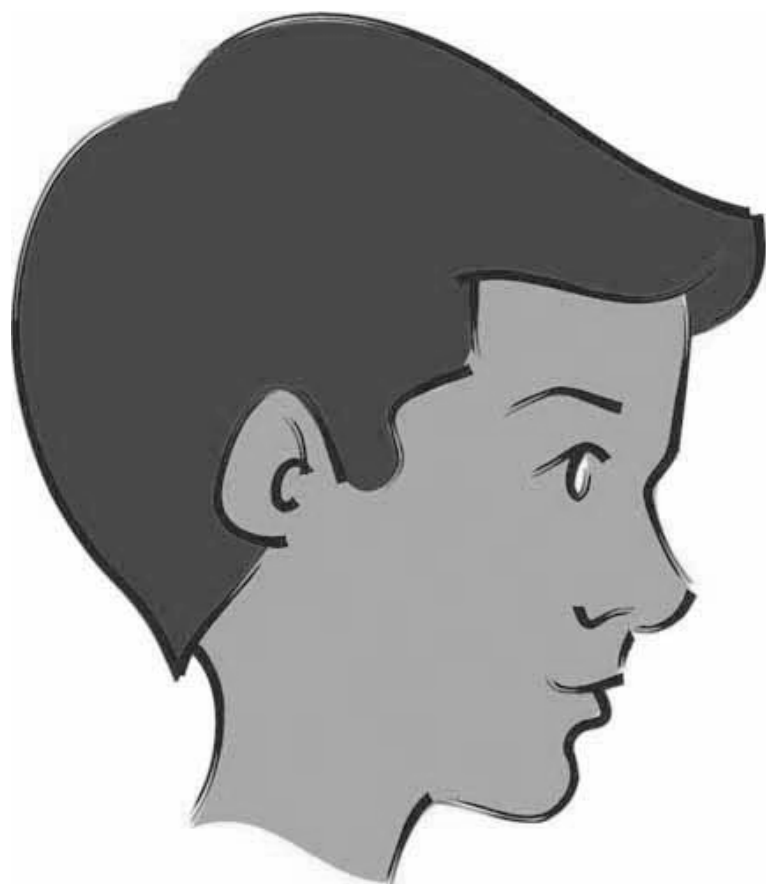


- # List what you have been doing, not what you haven't done.
- # For example, if you have been unemployed for a period of time, show the work you have been busy with, such as going to school, managing a household or doing carpentry on your home.
- # If paid experience is not specified, list any volunteer jobs or activities that can show your skill and ability to work.



# Be clear

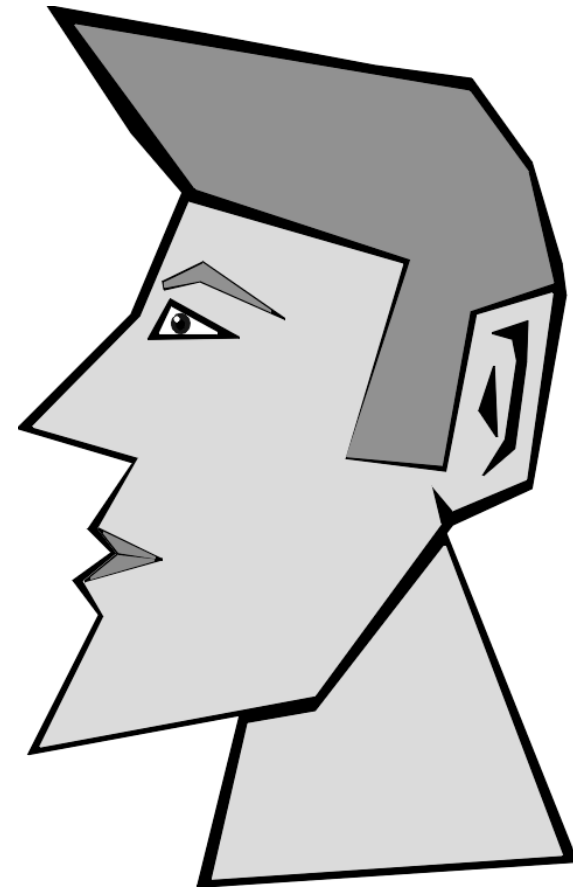
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- # Know the position title you are applying for and the right salary range.
- # You may have to do some research to find this information.
- # The local Employment Center can probably help you.
- # Also, most application forms ask when you will be available to start work. Be prepared to answer this question.

# Alert references beforehand

- # List people whom you have checked with and who have agreed to give a reference. There are two kinds of references, 1) Character or Friend, 2) Employer. Do not use relatives as references.



# Reread the application when you are finished

- # Make sure you correct any errors or omissions.
- # Check your spelling. Then, hand it in or mail it.
- # If you are mailing the form, it is a good idea for you to make a copy for yourself and to note the date you sent the application.
- # Also, when mailing an application, be sure to send a cover letter re-stating your interest and qualifications.

