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 requirements of the application.

- Fill in all 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 simple 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 a telephone, 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.