

New to the Job Market - Completing a Job Application



DRESS APPROPRIATELY No offensive slogans on shirts or hats, no radical “street” clothes. Even when you are “just” filling out an application you are being reviewed from the minute you walk in the door.

BE FRIENDLY AND RESPECTFUL of the person who gives you the application. Say please and thank you. Employers see many applicants and remember the ones with good manners.

Don't apply for a job with a group of friends unless they are also looking for work and are prepared to follow the rules. Never take friends with you to an interview.

REVIEW THE ENTIRE APPLICATION before you begin. Think about your answers before you write them in.

Be sure to **write your answers on the correct lines** and in the right spaces.

PRINT CLEARLY AND NEATLY. Do not rush. Spelling counts!

If they don't give you a clipboard find a table or other flat surface to write on.

FILL OUT THE APPLICATION COMPLETELY. Don't leave blank spaces.

Don't interfere with the operations of the potential employer when you are applying. For example, don't go to a restaurant to complete an application over the lunch hour.

The workforce flexibility you need for a better bottom line.

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WHAT YOU WILL NEED TO FILL OUT AN APPLICATION:

- A pen with blue or black ink. Do not use a pencil.
- Your personal contact information – your legal name, address, phone number, social security number and maybe e-mail address. You may also be asked for the name, address and phone number of the person to be contacted in case of an emergency.
- If you don't have a work history you may be able to list significant volunteer experience.
- Names and addresses of previous employers, starting/ending dates (month and year), your wage and your direct supervisor.
- You may be asked to give a brief list of job duties - list those most relevant to the job you're applying for. You'll also be asked why you left each position – be honest and specific. Instead of "Resigned" briefly explain why.
- Names, addresses & phone number of references. You may also be asked to list their relationship to you (former professor, neighbor, pastor, community service supervisor, former study group partner, etc.), their place of employment, professional title, address, phone number, and if possible email address. Remember to first speak with the people you list as references so they will be prepared to speak well of you!
- Dates of any additional classes you've taken or awards you've received.

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