

APPLICATIONS

Applications are second in importance only to the interview. The manner in which they are completed reflects the likely quality of your work. The form allows the employer to study and compare rapidly the data on a number of applications and select applicants to interview. Employers can check references to screen out applicants before the interview, or they can decide if other departments might have openings for an applicant. Employers also use applications to see if you can follow directions neatly and correctly.

Personal Notes:

How to Fill Out an Application

- ✍ Use your personal data sheet of names, dates, addresses, etc., so you do not make errors or forget information.
- ✍ Read over the entire application before you begin so you will not repeat yourself on the form or make mistakes.
- ✍ Whenever possible, pick up a copy of the application before the interview to fill out at your leisure. Make a copy for practice and then complete the original.
- ✍ Answer every question on the application. If a question does not apply, write "N/A," meaning not applicable, or draw a line through the space to show you did not overlook the question. Never say "see resume" even if your resume includes all the information required on the application.
- ✍ Neatness and accuracy are essential. One spelling error could eliminate your chances. So could a messy form with cross-outs and poor handwriting.
- ✍ Be complete. Don't forget details such as zip code or GPA. Every applicable fact requested must be provided.
- ✍ Be specific. Don't give vague answers.
- ✍ When asked about salary requirements, you may avoid overpricing yourself by stating "negotiable" or "open," or providing a range of dollar figures such as "lower twenties" or "upper teens." If you do this, however, the question may come up during the interview.
- ✍ Contact all references before handing in the application and ask permission to use their names as references.
- ✍ Never lie on an application. Personnel departments can verify salary, job history, grades from school and just about everything else on the application. You could be fired from your new job if the company discovers you lied about anything.
- ✍ List all community activities, organizations or college activities that may relate to the position.
- ✍ In the educational section, list all relevant courses that may relate to the position.
- ✍ All work history, including relevant part-time and volunteer work, should be listed in detail. Account for all employment gaps.
- ✍ Be sure to sign and date the application.