TIPS FOR COMPLETING A JOB APPLICATION

It's inevitable that anyone searching for a job will at some point have to complete a job application. In our fast moving high speed internet world, most of these are completed online. Streamline your application process by following these tips:

- ➢ **Gather All Your Information:** Filling out applications will be quick and easy if you have all possible information saved in one place. Take time to type out all possible application information into a Microsoft Word doc and save it to your computer. When needed, open the document and copy and paste the information to the application you must complete for employment. Each employer will have their own unique application, however most fields on an application are similar including personal information, education, references, previous employment, and military service.

- ➢ **Do Not Leave Blank Fields:** When it comes to a job application every field is important. Complete all sections. This will ensure your application does not get dropped automatically by the applicant tracking system and marked as incomplete. If you are unsure about something, do your best to answer the question asked.

- ➢ **Be Precise:** When completing a job application be sure to enter information correctly. This includes names, dates, addresses, salaries, previous supervisors, and any other information requested. Incorrect information can be interpreted in a number of ways including poor first impressions or purposeful deception.

- ➢ **Understand your Availability to Work:** If you are only available during certain times and days, than be sure to clearly explain that. Employers want to know this information up front. If you are open to any schedule, than acknowledge that as well.

- ➢ **Explaining Your Responsibilities:** List your responsibilities in short precise wording for each job or volunteer experience. There is no room to expand in these sections and your response should be condensed and clear.

➢ **Notify References:** Reference on an application are either employment related or character references. Do not use family members as references as they usually unable to vouch for your work ethic. Ask your references for approval prior to listing them on a job application. Be sure and discuss what points they will provide a perspective employer. Alert your references when applying to new positions.

➢ **Review the Completed Application:** Review all the information you have entered prior to submitting an application. Perform a spell check and correct any fields needed. Applications are the first step in testing whether you pay attention to detail and can follow instructions.

➢ **Completing a Written Application:** If you are asked to complete a written application, then print the saved document and add it to your portfolio. If you are meeting the employer in person and they hand you an application, read the document in full before filling it out.

➢ **Résumés and Cover Letters:** Some application systems will ask you to attach your résumé and cover letter in the application. Be sure to name and save your résumé using a sequence similar to this: John Smith Résumé for ABC Company. This ensure you remember which résumé you used for the application. Likewise perform a similar name on the file for your cover letter. If the application process asks you to paste your résumé, then be prepared by converting your résumé in advance to a text file. Edit and review the plain text for line breaks or awkward arrangements. Formatting on plain text is limited, however, you can use blank lines to inform the reader of a new section in the resume.