

FILLING OUT A JOB APPLICATION

Why do I need an outstanding application?

According to the Leadership textbook...

“A job application form that is neat and accurately completed may be the determining factor in getting an interview. Just from looking at the job application form the employer forms and impression of the applicant: neat or messy, can complete an assignment or cannot follow instructions, is thorough or careless. The impression you give with your job application form can help or hurt in your job search.”

Top Thirteen Tips for Filling Out That Job Application!

1. BRING YOUR RESUME WITH YOU FOR REFERENCE!
2. Before you write any answers, read the form carefully.
3. Study the instructions so you will know what information to provide.



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4. It is a good idea to print or type your information. Sign where needed, and use your real name instead of a nickname.
5. Use only the allotted space for each answer.

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6. Make sure your answers are in the right space.
7. Read and follow directions. If you can't follow directions on an application, chances are you can't follow instructions on the job!



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8. Neatness is a must. You may want to ask for two application forms...first draft and final copy.
9. Answer all questions on the form. If a question doesn't apply to you, use **N/A**, which means “not applicable.”

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10. Be honest. Never give false information.
11. List the specific job for which you are applying.
12. Make sure you did not make mistakes. Every blank should be filled in.
13. Check form for spelling and cross-outs. You may even want to bring white-out if you are filling it out on the spot.



- By following the advice in this employment unit, any of these jobs pictured could be yours!

How to get your application thrown out of the pool of applicants...



- Messy
- Not enough experience listed
- Last job paid more than this one is offering
- Lying
- Questions left incomplete