

COMPLETING JOB APPLICATIONS

Tips for Filling Out Application Forms...

BE CAREFUL

If you are careful about following instructions on your application, an employment interviewer probably will decide that you are a careful worker.

BE NEAT

Print or write clearly, so that your application can be read easily.

BE CERTAIN

Before you begin to fill in the blanks, read everything on the application carefully. After you complete the form, read it again to make sure you have answered every question correctly.

BE ALERT

If you are not sure about the meaning of abbreviations on the form, ask the person who gave you the form to explain them.

BE COMPLETE

Answer every question. If a question does not apply to you, write "Does not apply" or draw a line in the blank space to show that you did read the question.

BE CORRECT

Watch your spelling, grammar and punctuation.

BE POSITIVE

Describe all your skills and abilities. Also, list the kinds of machinery, equipment and tools you are able to use.

BE ACCURATE

Make sure your dates are correct. Explain any large time gaps in your employment history.

BE PREPARED

Take your Fact Sheet, or the sample application form which you completed in this program with you when you go to apply for a job. Having all the information about yourself ready ahead of time will help you to fill out the application completely and accurately.