

Completing a Job Application

Employers use job applications to quickly gather information and compare employee candidates without reading through entire résumés. This means you will want your application to be complete, legible and clearly documented. Incomplete applications or ones that are hard to read will often be overlooked, and you may not even be considered for the position.

Here are some tips for completing an application:

- **Be organized**
 - Practice completing a sample application (see following page).
 - Keep copies of any paperwork you submit in a folder so you have access to the information should there be additional questions and so you do not forget.
 - Memorize or make sure you have access to your basic information (name, contact information, social security number, work history information, former employer contact information, reference information, etc.), as some applications may be time sensitive. While you might not always need to know all things, it does help you save time.
- **Read and follow instructions carefully.**
 - Employers want to hire people who can follow directions. Read the application and follow its instructions. Do not overlook any fine print.
- **Print clearly in blue or black ink** if hand written or be sure to use a professional legible font if using an electronic device to fill out the form online.
 - If applying online, be sure to verify that you did not autofill any sections with incorrect information before you submit it.
- **Complete all requested information and avoid leaving anything blank.**
 - Incomplete applications are often not considered.
 - If questions do not apply please indicate n/a.
- **Use an email address that is checked regularly** and does not contain any inappropriate language or insinuations.
 - You may want to consider creating a separate professional account just for job applications.
- **Do not provide negative information** and if you have to, try to be as positive as possible.
 - For example, if you were let go or fired from your previous position, you should try to be positive and save the longer explanation for the interview. Or list “will discuss at interview” if it is something you would prefer to discuss in person.
- **Always tell the truth** and do not over exaggerate.
- **Make sure your responses are spell checked and have no errors** (content or grammar).
- **Avoid abbreviations and acronyms** as some people may not be familiar with them.
- **Always check with your references** and make sure you have their permission to list them as a reference. You should contact them before you put their information on an application.
- **Always sign and date paper applications.**
- **Follow up with the company** if you haven’t heard anything a week after applying. This will let them know you are interested and enable you to ask how long they keep applications on file.
- **Remember...**Employers may check your social media accounts. It is critical to make sure that networking profiles such as LinkedIn are up to date and that your other accounts such as Twitter, Facebook, etc. do not contain any information you would not want an employer to see.

Practice Completing a Job Application

Sample Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____