

Application Guidelines

Follow these tips when completing an application.

1. When you pick up or deliver an application, make sure you are dressed and groomed appropriately for a possible interview.
2. Ask for two copies of the application or make a copy to use for practice; this becomes your "rough draft."
3. Complete a practice copy of the form in pencil. This becomes your "rough draft" file copy.
4. Review the completed form before entering any data.
5. Follow the directions. Don't write if asked to print.
6. Complete every box. If the information does not apply to you, write in N/A (for "not applicable") or place a small dash (-) in the blank space to indicate that you read that part of the form.
7. If the application is to be hand written use blue or black ink. You may want to use an erasable pen. The application can be typed, although some companies will ask you to use your own handwriting. This application will represent your very best image on paper and it will demonstrate the quality of your work.
8. Your application is not the time to be modest--sell yourself! This is your opportunity to make a good first impression.
9. Make sure the phone number you list will be answered during the workday. If using a recorder for messages, make sure your message is professional.
10. List your most recent work experience first.
11. Be as specific as possible if asked for a "job description." (A mechanic who "fixes cars" isn't as specific as it should be.)
12. If the application asks about your health, write "excellent" if your health is good. If you have a health problem that will not affect your work, write "no problem that will affect my attendance or my ability to perform the essential duties of the job." This wording is a provision of the Americans with Disabilities Act (ADA).
13. When asked "Type of work desired," if there isn't a specific job for which you are applying, use a broad job title. Do not write "anything."
14. When asked how soon you will be available to work, write "to be arranged during interview" if you are currently unemployed. Writing "immediately" may imply that you are currently unemployed. This may make the reviewer suspicious. However, some companies may want you to be available immediately. If you are currently working, write "after two weeks' notice."
15. If asked for "salary desired," write "open" or "negotiable."
16. When asked to explain your reason for leaving a job, never write "fired" or "quit." Comments such as "opportunity for advancement" or "career change" are appropriate. If you were laid off, write "downsized" or "reduction in force." If none of these seem appropriate, write "to be discussed." If the job was just during the summer while you were out of school, write "summer job" or "seasonal."
17. You are not required to answer questions related to sex, marital status, race, national origin, religion, your family, pregnancy, and arrests (unless related to the job). You can, however, be asked about convictions. You may be asked to complete an Equal Employment Opportunity questionnaire. Completing this questionnaire is optional.
18. Make sure all information is neat and error-free.
19. Ask someone you trust to proofread the application for you.
20. Remember to sign the application when you are done.