

Application Tips

READ THE DIRECTIONS: And follow them

PRINT, do not write in cursive. Take a black or blue ball point pen with you and use it rather than a pencil or other color ink.

ANSWER EVERY QUESTION. If it does not apply to you, write N/A (not applicable) or draw a straight line through the space given for the answer. Then the employer will know you didn't forget a space.

BE HONEST. In many companies if you have been dishonest on a job application, you may be fired.

BE NEAT – MUST BE READABLE

SPELL CORRECTLY. It *does* matter...Don't use abbreviations unless appropriate.

BE SPECIFIC ABOUT THE JOB YOU WANT – “Any position” is NOT specific.

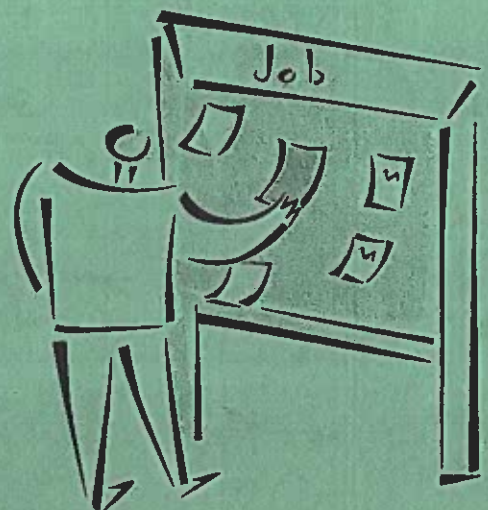
LEAVE SALARY “OPEN”. If you ask too much, you might lose the job. Asking too little may seem like you are desperate or have a low opinion of yourself. You can simply write down “open” on the application when asked what salary you want.

YOU MUST HAVE A SOCIAL SECURITY NUMBER. To prevent possible Identity Theft complete with the answer “Will furnish upon employment”

WORK PERMIT- Federal law **REQUIRES** a work permit if under the age of 18. No Matter if it is Summer, Winter, Spring or Fall. (See your Work Experience Coordinator at your school site for a work permit application)

Qualities Employers Look For:

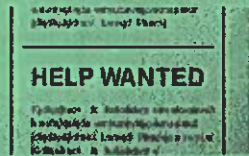
- **APPROPRIATE DRESS!!!**
- **Interest in the work to be done**
- **Interest in and knowledge of the company**
- **Specific Ambitions and Goals**
- **Willingness to Learn**
- **Pride in Quality of Work**
- **Productivity /Makes Good Use of Time**
- **Follows Directions**
- **Gets along with Co-Workers and Supervisors**
- **Previous work Experience and/or training**
- **Good Communications Skills**
- **NO FOUL LANGUAGE – NO SLANG!!**



Apply Yourself

An important requirement of a successful job search is learning how to fill out an accurate and clear application form. This will help you make a good impression at the job

interview. Your prospective employer may have many applications, so you **MUST STAND OUT**. If your application is not filled out completely, or is too messy to read, you will be sending *negative messages*



No Employer wants to hire someone who doesn't take the time to make a good appearance, read the instructions, and provide an orderly application.

The most common mistake in the application form is forgetting your signature.

Other common mistakes are just as obvious: *Wrong telephone number, incorrect dates, etc.*

Be sure to review your application for errors:

Spelling – Applicants that do not take the time to check their spelling create an unfavorable image when words are not spelled correctly.

Failure to provide requested information – Don't forget to mention your research projects and community and athletic involvement. Many employers consider outside activities indicators of an individual's ability to interact with a group and find this information very important.

Failure to provide complete information – Give complete information on the employment applications. Questions which have a "no" answer should be filled in as such. (If the question is not applicable, "N/A" should be used, or a straight line through the space given for answer)

Failure to pay attention to detail – This generally occurs when listing former employers. List the last four employers starting with your most recent one first.

The "reason for leaving" error – Honesty is basic in filling out a job application

The money question – There is only one right answer to the salary question: "OPEN"

References – A company asks for references so that it can check with others about the applicant. Addresses should be complete.