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.