

How to... FILL OUT A JOB APPLICATION

If you are a job seeker, you will probably have to fill out one or more application forms. You should know that employers do read the forms, and that the way you prepare the application can make a big difference in getting an interview and being hired for the job.

1. Be Prepared

Make sure you know the correct names, dates, places and other information you will need. It may be helpful to create a sample application to bring with you when you apply for a job, in case you must fill out an application form on the spot.

2. Ask If You May Take A Blank Application Home

Filling out the form at home can be easier as you are able to take your time and do a good job. If possible, ask for an extra form, just in case.

3. Read The Form

Before you start writing, look for instructions that say "use pen only" or that tells you to list information in a certain order.

4. Be Neat

Use a pen or, if you take the form home, you might want to type the information in. If you need to correct a mistake, use correction fluid.

5. Answer All Questions Completely And Correctly

Know proper dates, addresses and how to spell names and places. Don't make up answers.

6. Be Positive

List what you have been doing, not what you haven't done. For example, if you have been unemployed for a period of time, show the work you have been busy with, such as going to school, managing a household or doing carpentry on your home. If paid experience is not specified, **list any volunteer jobs or activities that can show your skill and ability to work.**

7. Be Clear

Know the position title you are applying for and the right salary range. You may have to do some research to find this information. The Employment Center can probably help you. Also, most application forms ask when you will be available to start work. Be prepared to answer this question.

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8. Alert References Beforehand

List people whom you have checked with and who have agreed to give a reference. There are two kinds of references, 1) Character or Friend, 2) Employer. Do not use relatives as references.

9. Re-read The Application When You Are Finished

Make sure you correct any errors or omissions. Check your spelling. Then, hand it in or mail it. If you are mailing the form, it is a good idea for you to make a copy for yourself and to note the date you sent the application. Also, when mailing an application, be sure to send a cover letter re-stating your interest and qualifications.

[Source: RCC Employment Center <https://www.roguecc.edu/emp/resources/application.asp>]