

Tips for Completing Applications

All applications:

- Remember: a job application is a legal document that may be saved forever so be as honest and accurate as possible.
- Thoroughly read directions and be sure to follow them.
- It is helpful here, but essential for an interview, to research the company by looking at websites, news, YouTube and social media sites.
- Be prepared with the following information:
 - Personal information (name, address, phone number, etc.)
 - Title of the job you are applying for
 - Hours/days/shifts you are available to work
 - When you are available to start work
 - Start/end dates of previous employment
 - Name, address, phone number and supervisor's name from your previous company
 - Your former job title and duties
- Complete all fields on the form
 - If something does not apply to you, enter N/A so it is clear that you have read and completed all sections.
- Make sure the information on your application matches your resume.
 - Be sure to complete all the fields and do not write 'see resume' even if your resume includes the information.
- Keep records of when you applied, for what job, and how you submitted the application (this is needed if filing for unemployment). It is also good to leave a section for how you followed up.
- When answering, "Why did you leave your previous job?" choose the most neutral option and be prepared to explain further at the interview.
- Proofread and have someone else look over your resume and application.
- Don't write 'ANY' in the "position applied for" space, companies want to know you want specific job and the reasons why **that** job is a fit for you and the company.
- Don't embellish or exaggerate your previous work duties/responsibilities or your education/credentials.

- Alert references that they may be contacted by an employer. Inform them of the position you applied for and the qualifications so they can be prepared.
- Tailor your application to the job you are seeking by demonstrating why your experience makes you the best candidate and by using words in the job posting when possible.
- Ensure your social media profiles are appropriate and have appropriate privacy settings in place.

In-person applications:

- Don't go to the company during peak busy hours without an appointment.
- Dress up when going in to ask for an application or dropping one off to make a good impression.
- Use black or blue pen (bring your own to make sure you can use one of these colors).
- Write legibly, take your time and bring all the information listed above.
- Don't cross out information. It is best to think on the question before starting to write.
- Don't wrinkle, fold or dirty the application.
- Bring a copy of your resume.

Online applications:

- If you upload a resume onto the company's site and some information from the resume is auto-filled into the application, verify that the information is correct.
- Many companies use software to search for keywords on applications or resumes to filter out candidates. Identify keywords or skills in the job description and tailor your application to include them.
- Make a note of your username and password for each specific application site so you can to access to make changes on future applications to that company.
- Proofread - this is especially important with an online application because the company may keep your application/resume on file. A submission with errors can hurt your chances of obtaining a job not only now, but into the future.
- Only create one profile per company.
 - However, your application should still be tailored to each position.
- Save your resume on your computer as 'yournameresume.doc' or 'yournamepositionappiedfor.doc' rather than something generic like 'resume.doc'.
 - When you upload your resume with this file name to a company's site they will see your name again and connect you with the resume while they review it.