

The Application

Filling out the application is the first step in the employment process. Applications come in a variety of forms – online, via email, or hard copy. Despite the type of application, there are some basic rules to follow.

Useful tips

- If you are instructed to fill out an application in person, be sure to bring the necessary items to complete the form. This usually includes a ball point pen (black/blue ink), résumé and references, or a [fact sheet](#) . Also, be sure to dress appropriately. This is not your interview, but you are still making a first impression.
- Read the whole application before beginning. This includes the instructions and all the fine print.
- Know when the deadline is. The earlier you apply the better.
- Print clearly and legible. Fill out the form neatly and accurately.
- Never leave any blanks. Write “Does Not Apply” or “N/A” if your response is not necessary.
- Answer all questions honestly. If you feel you need to provide a detailed explanation for a response, write “will discuss at interview”.
- Keep a record of where you submit applications. Follow-up on applications in a reasonable amount of time (usually 2 weeks).

Get it right

- Name – use your full name. Note any name changes the employer may need to know. Also, be sure to look at the order of the first and last name.
- Contact Information – Use your current mailing address. Always provide an area code with your telephone number. Indicate your preferred method of contact, whether it is email, cell phone, home phone or mail.
- Position Desired – Indicate the exact position you are applying for. Usually this is provided in the job description. If you are unsure, ask! Never say “whatever position is available”.
- Availability - If available to start right away, write “Immediately”. As far as hourly availability, employers usually look for open availability. It is also advisable to include a class schedule.
- References – Always ask permission to use a reference’s name, address and phone number. This is also a good time to be sure their information is up-to-date.

Common Mistakes

- Misspelled words
- Use proper English – no slang or texting lingo.
- Incomplete information
- Avoid troublesome words, like “fired” or “quit”.
- A messy application. Do not cross out an error. Start over.
- Don’t forget your signature! An application cannot be processed without it.