

# Job Applications

Some jobs require job seekers to complete an application instead of or in addition to submitting a cover letter and resume. A job application is a resume in disguise. Its purpose is to show your qualifications. Assemble the following information in advance to make the application process as smooth as possible.

**Identification:** Be prepared to give your name, address, phone number, email address, and social security number. You may also need to bring proof of identification when you pick up and drop off the application.

**Employment history:** List the month and year you started and ended each job; your supervisor's name, title, address, and phone number, your job title, location, salary, and major duties; and your reason for leaving.

**Education and certification:** Know the name and city of the schools you attended and the year you received your degrees and the name, level, and award and renewal dates of certification.

**Special skills:** List any special skills you have that are closely related to the job, such as computer applications, typing speed, or equipment operation.

**References:** Provide names, titles, companies, addresses, and phone numbers for three people who have agreed to recommend you.

## Additional Guidelines

- When you pick up an application, make a good first impression.
- Dress as you would for the job and politely request the application.
- Make a copy of the original form before you start filling it out.
- Read the entire application before you begin.
- FOLLOW DIRECTIONS.
- Use one copy as a rough draft and the other as a final product.
- Write neatly with black ink.
- Answer every question on the application.
- Write "not applicable" or "none" if a question does not apply to you.
- Make a copy of the completed application for your records. Take it with you if asked for an interview.
- List the most important information first.
- Use strong action verbs to describe your duties.
- Highlight academic, leadership, and community service accomplishments if you do not have a lot of work experience or if there is an "Additional Comments" section.
- Know days and hours you are available to work.

## Online Applications

- FOLLOW DIRECTIONS.
- Use keywords and simple formatting.
- Type your answers into Microsoft Word and then copy and paste into the online application. This will allow you to save and proofread your answers.