

## The Job Application

Most employers required a completed job application. This provides the employer facts about you that can be kept on file. The information you provide and how well you present it tells the employer a lot about you. It may be the first sample of your work can make a difference between getting hired, being put off until later, or being hired at all. It has been noted that 75% of the applications received by most companies are messy, incomplete, and/or riddled with errors. These issues significantly lower an applicant's chances of getting a job. A little preparation can help avoid this happening to you. Taking the time to neatly and accurately complete a job application indicates to an employer the following:

- Your ability to follow directions
- Your character
- Your professionalism
- Your thoughtfulness
- Your achievements

## Tips for Completing a Job Application

1. Make a copy of the original to use as a rough draft and correct all errors before completing the original. If possible, have someone proof read for accuracy.
2. Carefully **READ** and follow all directions. If the directions are to "PRINT" make sure you print and **DO NOT WRITE**.
3. Use ink (blue or black only) and write neatly. Take 2 pens with you.
4. Answer all questions and write in every space provided. If a question does not apply to you, write "N/A" for not applicable. This will let the employer know that you read the application thoroughly and did not skip anything.
5. Spell correctly and use proper English. Do not abbreviate words.
6. Be specific in identifying the "position desired or job title". If you are not applying for a specific job, write the department in which you desire to work.
7. When asked the question "desired salary/wage", write "scale". This means that you expect to make what other workers in similar positions earn. You can also use the term "open" meaning that you are willing to negotiate a wage or salary instead of stating a specific amount.
8. Be honest. Answer all questions truthfully. Falsify or omitting information is grounds for rejecting your application and job termination if discovered after hiring.
9. Review your application. If you make a mistake, draw a line through the error and write the correction above it.
10. Be sure to sign the application, writing your signature in cursive.

## Information you should have with you with applying:

- Your resume is a good source of information for your job application.
- Your social security number and/or card. If you do not have a social security card, contact your local social security office to obtain one. **DO NOT LOSE THE CARD ONCE YOU HAVE IT IN YOUR POSSESSION.**
- A list of schools you attended with complete addresses and dates of attendance. You need not list your grade school but do list your high school, CTC, etc.
- The correct name, title, address, and contact number(s) of three or four persons who have agreed to be references for you. Do not include family members or friends.
- If you have either part-time or summer employment, you will need the name of the former employers with their complete address, contact number(s), and start and end dates.

## Dealing with “Reason for Leaving”

In the Employment History section of the job application it is common to be asked “reason for leaving”. Here is where you need to choose your words carefully. You never want to express or volunteer negatives responses to this question. Words such as “fired,” “quit,” or “personal reasons” should be avoided because they may reduce your chances for consideration. The following list of alternatives to positively express your work experiences.

### **FIRE**

**Will discuss during interview**

**Note:** You may want to contact your previous employer to explain that you are looking for a new job to negotiate what they will say if called for a reference check. Request that they only provide dates of employment, job title, and job duties.

### **QUIT**

**Resigned; pursue another career opportunity; attend school;  
wasn't a good fit; involved in sports**

**Note:** Refrain from stating anything negative about your previous employer.

### **LAID OFF**

**Seasonal work; temporary employment; company closed**

### **PERSONAL REASONS**

**Discuss at interview; illness which has passed;  
care for a family member; take care of family matters which  
have been resolved**