

## TIPS FOR COMPLETING EMPLOYMENT APPLICATION FORMS

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- BE CAREFUL** If you are careful about following instructions on your application, an employer will probably think that you may be as careful as an employee.
- BE NEAT** Print or write clearly so that your application can be read easily.
- Use a reliable black or blue ink pen.
- BE CERTAIN** Before you begin to fill in the blanks, read everything on the application carefully.
- After you complete the form, read it again to ensure no information is missing.
- BE PREPARED** Fill out a sample application form to bring with you.
- By having all the information about yourself ready ahead of time, your application form will be complete and accurate.
- BE ALERT** If you are not sure about the meaning of abbreviation, etc., ask the person who gave you the application form to explain.
- BE COMPLETE** Answer every question.
- If a question does not apply to you write "Does not apply."
- If you wish to discuss certain questions on the application write "Will discuss in interview." Remember, however, you do not have to answer illegal questions on the application form or at the interview.
- BE CORRECT** Watch your spelling, grammar and punctuation.
- BE THOROUGH** Describe all your skills and abilities. Also, list the kinds of computers, machinery, equipment and tools you are able to use.
- Indicate any licenses you may have.
- BE ACCURATE** Make certain all information is correct. Check employment dates, telephone numbers and addresses for accuracy.
- BE PRUDENT** When listing references, be sure to contact them ahead of time. Have enough references so that you can alternate them every other application. Otherwise, they will be receiving constant phone calls about you.