



## TIPS FOR COMPLETING ONLINE EMPLOYMENT APPLICATIONS

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There are a variety of ways to complete a job application. Employment applications can be completed in person, online at job sites or directly at company websites. The most important rule to remember is to **follow the directions**.

### For Example:

- If the employer tells you to apply in person, don't call.
- If the job posting says to mail your resume, do not send it via email.
- When a job listing says to apply via a form on the company website, don't email your application directly to Human Resources.

**There is nothing more annoying to hiring managers than job seekers who don't follow the rules!**

There are hundreds of websites where you can post your resume online. With a click of your button, you can upload an existing resume. Some sites include resume building wizards that allow you to cut and paste information from your resume. Once your resume has been uploaded, you can search for jobs that interest you and submit your application and resume.

If you are interested in working for a particular company, visit their website. Career information is usually listed in the "About Us" section of the site. Follow the instructions for searching for and applying to jobs online.

When completing online applications, be sure to have the following information on-hand:

- Your contact information
- Educational background
- Employment history (dates and salary)
- Hours available to work

Downloading a sample application and completing it before you begin your online application, will prepare you for completing the online application in an efficient manner.

**Remember, employers receive hundreds of applications a day online. You can put yourself at an advantage by familiarizing yourself with the application process, which will increase your comfort level. Your goal is to increase your chances of getting an interview. The best way to do this is to be thorough, accurate and prepared!**