



Tips for Completing an Application

If you are a job seeker, you will probably have to fill out one or more application forms. You should know that employers do read the forms, and that the way you prepare the application can make a big difference in getting an interview and being hired for the job.

Be prepared.

Make sure you know the correct names, dates, places and other information you will need. It may be helpful to create a sample application to bring with you when you apply for a job, in case you must fill out an application form on the spot.

Ask if you may take a blank application home.

Filling out the form at home can be easier as you are able to take your time and do a good job. If possible, ask for an extra form, just in case.

Read the form.

Before you start writing, look for instructions. For instance, you may be required to use a pen or list information in a certain order.

Be neat.

Use a pen or, if you take the form home, type the information. Write very legibly or print. Check your spelling. Be sure that the application looks neat. If you need to correct a mistake, use correction fluid.

Answer all questions completely and correctly.

Know proper dates, addresses and how to spell names and places. Do not make up answers; make sure information you provide is accurate and truthful. Answer all questions that apply to you. If an item doesn't apply, write in, "Does not apply." Carefully follow the instructions when completing both online and paper job applications. The slightest error could knock your application out of the running before an employer even gets a chance to look at it.

Be positive.

List what you have been doing, not what you have not done. For example, if you have been unemployed for a period of time, show the work you have been busy with, such as going to school, managing a household, doing carpentry on your home or other activities. If paid experience is not specified, list any volunteer jobs or activities that can show your skill and ability to work.

Be clear.

Know the position title you are applying for and the right salary range. You may have to do some research to find this information. The employment center can probably help you. In addition, most application forms ask when you will be available to start work. Be prepared to answer this question.



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Alert references beforehand.

List only people you have checked with and who have agreed to give a reference. There are two kinds of references: character (friend) and employer. Do not use relatives as references.

Reread the application when you are finished.

Make sure you correct any errors or omissions. Check your spelling. Then hand it in or mail it. If you are mailing the form, it is a good idea for you to make a copy for yourself and to note the date you sent the application. Also, when mailing an application, be sure to send a cover letter restating your interest and qualifications.

Application Questions You Don't Have to Answer

Some questions should not be on a job application. You are not required to answer questions about the following:

- Race.
- Ethnicity.
- Religion.
- Creed.
- National origin.
- Public assistance.
- Sex.
- Marital status.
- Sexual orientation.
- Age.
- Disability.

Be prepared to take a test.

Some companies test applicants for employment to determine whether the candidate is a good match for the job. Companies that conduct [pre-employment tests](#) (such as talent assessments) are seeking applicants that match their precise hiring criteria.

