

The Application

- **Application Process**

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Most employers require a completed employment application. The employment application gives the employer facts about you that can be kept on file. The information you provide and how well you present the information indicates to an employer the following:

- Your ability to follow instructions
- Your character and professionalism
- Your thoroughness

Application Form

- Make a copy of the original application; use the copy as a rough draft. **
- Print neatly, use black ink, and maintain consistent style of writing.
- Don't leave a question blank. If you cannot respond, use a dash or N/A (not applicable). This lets the employer know that you read the question and did not skip over it.
- Check spelling.
- If possible, have someone proofread for accuracy and neatness before you transfer information onto the original application.
- KEEP A COPY of your original application for your personal file. You may need the information on this application at a later time (it may be years later).
- Make sure you follow instructions. If you have any questions regarding the application, it's best to call the employer to clarify.

- Know names and addresses of previous employers.
- Know the position you held at each job, dates, and salaries.
- Know the schools you attended, locations, and dates.
- List diplomas, degrees, and/or certificates earned.
- Know names, addresses, and telephone numbers of at least three personal references (other than former employers—use adults, avoid high school friends).
- Know the date of military services (if applicable).
- READ the fine print!
- Be sure to sign the application.

Materials Needed

- Two black pens
- Social Security Card
- Driver's License, Resident Card (some type of formal documentation)
- Résumé
- Information listed above (see **APPLICATION FORM** above).

**Be prepared to complete an application on the premises. Some employers may not allow you to take the application home.