

THE JOB APPLICATION

A job application is an important reflection of you. Every time you fill one out you are completing an up-to-date summary of you and your work experiences. By looking at applications, employers choose people to interview for the job and eliminate those they don't want to interview. Employers are more impressed with an applicant whose application looks good. The way in which you fill out the application can make a big difference in whether or not you get the job.

Complete each website application carefully and don't forget to save a copy on your hard drive of your computer or on flash drive.

Complete each paper application with a black or blue pen. Carry a job history outline in a folder so you can copy past employment information readily. This will prevent errors and you won't have to look through phone books to get the information you need.

When answering **health related questions** write "excellent" if your health is good. If you have a health problem that won't affect your work, answer "no problem that affects my working ability or attendance," or "a medical problem that is under control and doesn't reduce my value as an employee." If you can't address the problem in that way, indicate "to be discussed in the interview."

Specify **type of work desired** as broadly as possible but never write "anything." For example, if you can type don't write "clerk," indicate "clerk typist or related position."

In response to questions about when you're **available to start work**, if you're unemployed indicate "to be arranged in the interview." Using "immediately" may be a tip off that you are unemployed and may screen you out without giving you the opportunity to explain your situation. If you are presently employed indicate "after two weeks' notice."

Reasons for leaving previous jobs should stress the positive, "opportunity for advancement," or "sought broader experience," or "to return to school" may be appropriate. Don't say "quit." If you were laid off do not indicate "fired." If appropriate, use "reduction in force," or you may indicate "to be discussed."

Work experience should include paid work experience, volunteer work, cooperative work experience/internship, and practical experience in reverse chronological order.

Know your rights. There are certain questions which an employer, by law, is not allowed to ask and you do not have to answer if they appear on an application. If asked these questions you may want to assess the effect by not answering. These include questions related to sex, marital status, race, national origin, religion, handicap, your family, pregnancy, arrests (questions about convictions which relate to the job are acceptable).

YOUR APPLICATION MUST BE NEAT AND COMPLETE, WITH CORRECT SPELLING, PUNCTUATION, AND GRAMMAR.

DO NOT SUBSTITUTE A RESUME FOR AN APPLICATION--SUBMIT BOTH, IF ASKED.