



# BEFORE YOU WRITE ANYTHING !

**Do you want your application thrown in the trash?  
...or do you want to get a job interview???**



**Please read and follow the guidelines below before filling out your application. The employer's first impression of you is based on how well you fill out your application.**

## **Tips for Filling out Application Forms**

- ✓ **BE CAREFUL** If you are careful about following instructions on your application, an employer will probably think that you may be careful as an employee. If employers can't easily read your application they will most likely throw it away.
  
- ✓ **BE NEAT** Print or write clearly so that your application can be read easily. Use a reliable blue or black 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 make sure you have answered every question correctly.
  
- ✓ **BE COMPLETE** Answer every question. If a question does not apply to you, write "Does not apply." If you are attaching a resume, fill out the application completely anyway. Your resume usually does not give all the information requested on an application. Don't write 'see resume'. Even though the information is on your resume, fill in the application. Leaving blanks on the application can give the impression that you are lazy or don't care about following instructions.
  
- ✓ **BE CORRECT** Watch your spelling, grammar, and punctuation.
  
- ✓ **BE INCLUSIVE** Describe all your skills and abilities. Also, list the kinds of computers, software programming, machinery, equipment and tools you are able to use.
  
- ✓ **BE ACCURATE** Make sure all information is correct. Check employment dates, telephone numbers and addresses for accuracy.
  
- ✓ **BE PREPARED** Take a sample application form with you when you go to apply for a job. By having all the information about yourself ready ahead of time, you will be able to complete the application completely and accurately.