

# APPLICATIONS: HOW TO FILL THEM OUT

## Application Guidelines

### Before You Fill It Out

Be prepared with pens, pencils, paper, and a master application. Master applications should include references, phone numbers, addresses, employment history, dates, education, etc. Write these out ahead of time so you can quickly transfer information to the new application.

### How to Fill It Out

Fill out application neatly and accurately. Avoid errors in punctuation, spelling and grammar.

Print neatly in black or blue ink – or use a typewriter.

Answer every question that applies to you. If a question does not apply, write N/A, which means ‘not applicable.’ Never leave a blank space.

Write your complete address, including city and zip code. Sign your name legibly, and never use a nickname.

When answering “which job are you applying for” or “job preference” answer with a specific job title. Never answer with the word “anything.”

## Additional Tips on Applications

Attach your resume to the Application before submitting.

Provide at least two phone numbers where you can be reached or where messages can be taken.

Include volunteer jobs, outside activities, internships, etc., that relate to the job for which you are applying.

If you choose to fill out your application by hand, make sure it is very neat and easy to read.

## Application Components

### Previous Work Experience

List your past jobs in chronological order, beginning with the most recent.

### References

Work references are best. If you don't have work references, use co-workers as references, and finally personal references (this does not include family members). Ask permission to use these people as references and let them know which employers may be calling, and when.

**Read over the application to check for errors. Have someone else double-check it for you. If you make minor errors, you may erase or use liquid white out. If you make several errors, start with a fresh application.**

\*Additional resources and/or workshops may be available. Please check with our Resource Specialist.