JOB APPLICATION DOS AND DON'TS
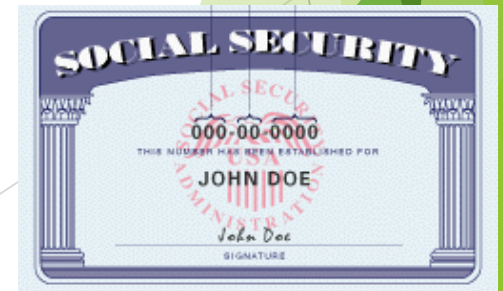
West Branch High School

CBI Program

FILLING OUT APPLICATIONS PRETEST

1. Is it ok to leave blank spaces on a job application?

2. Should you use white-out on a job application?

3. Is a necessity to request a specific salary.

4. Does information have to be consistent with your resume?

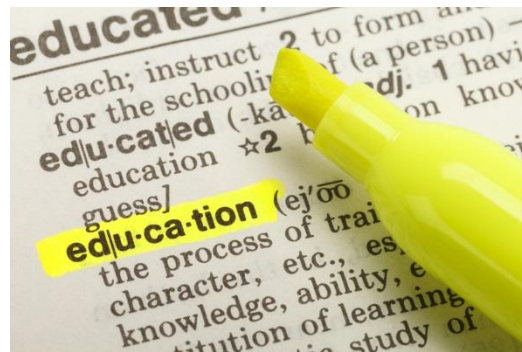5. If unsure of an answer, it is ok to be vague?

ARRIVE PREPARED WITH WHAT YOU WILL NEED

▶Resume, social security card, driver's license, etc.

▶Names & addresses of previous employers, as well as starting dates & salary information.

▶Names, addresses & phone number of references.

ARRIVE PREPARED WITH WHAT YOU WILL NEED

▶ Black pens (have extras).

▶ Pocket Dictionary (internet).

READ AND FOLLOW INSTRUCTIONS CAREFULLY

▶Review the entire application before you begin.

▶Be sure to write your answers on the correct lines and in the right spaces.

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COMPLETE THE APPLICATION THOROUGHLY & NEATLY

▶ Print clearly – do not be in a rush.

▶ Think about your answers before you write them in.

COMPLETE THE APPLICATION AS THOROUGHLY & NEATLY AS POSSIBLE

▶ Don't indicate specific salary requirements.

▶ Keep your information consistent with your resume.

ANSWER TRUTHFULLY, BUT DON'T PROVIDE NEGATIVE INFORMATION

▶Turn "negatives" into "positives" (such as "job ended" instead of "got fired").

DON'T

▶**DON'T** leave blank spaces.

▶**DON'T** be unclear. If the question calls for a specific answer, don't try to dodge it by being vague.

DON'T

▶**DON'T** use correction fluid. Better yet, if possible, fill out your application online.

▶**DON'T** write in script.

DO

▶**DO** make copies of applications, and practice filling one out before you complete the original.

▶**DO** type or neatly print your answers, and then proofread the applications and essays several times for accuracy. Also ask someone else to proofread with you.

DO

▶ **DO** make sure that everything that is supposed to be included is enclosed.

▶ **DO** fill out your own applications. Type the information yourself to avoid crucial mistakes.

ONE FINAL THING:

- If using a computer, be sure to use spell check.