

Successfully Filling Out Job Applications

MCCTC CBI Program



Before You Start

- Always read the entire application carefully before writing anything
- Review instructions to understand what information you'll need
- Check which sections are marked "for employer use only"
- Have a black pen and dictionary ready



Question: Why is it important to read the entire application first?

Writing Neatly and Correctly



- **Print clearly in black ink (even if not specified)**
- **Consider using an erasable pen to fix mistakes**
- **Sign your full legal name, not nicknames**
- **Double check spelling using a dictionary**

Question: What impression does messy handwriting give employers?

Answer All Questions

- **Never leave blank spaces on the application**
- **Write "NA" (not applicable) if a question doesn't apply to you**
- **Write "unknown" if you don't have the information**
- **Be completely honest with all answers**

Question: Why shouldn't you leave spaces blank?

Stating Your Job Interest

- List the specific position you want
- Never write "anything" as your job choice
- Show interest in a particular role
- Write "open" for salary expectations

Question: Why is it better to list a specific job rather than "anything"?



Employment History

- List previous jobs accurately
- Use appropriate reasons for leaving like:
 - "Returned to school"
 - "Left for better opportunity"
 - "Position ended"

Question: What types of reasons should you avoid when explaining why you left previous jobs?

Final Review



- Check all answers for completeness
- Verify spelling is correct
- Ensure all signatures are included
- Make sure handwriting is neat throughout

Question: Why is a final review so important?

Next Steps

- Ask about the hiring timeline
- Find out when they'll be reviewing applications
- Learn if they're hiring immediately or collecting for future
- Write down all follow-up information

Question: What specific information should you write down about next steps?

Keys to Success

- **Be honest**
- **Be neat**
- **Be complete**
- **Be professional**
- **Follow up appropriately**

Question: Which of these keys to success do you think is most important and why?