



Tips for Completing Job Applications

- **Complete all requested information.** Don't leave anything blank. Put **NA**(Not applicable) if the question does not apply to you.
- **Write clearly and neatly**, using black or blue ink.
- **Check for spelling and grammatical errors.** Proofread your job application form before turning it in.
- **List your most recent job first** when completing employment information.
- **List your most recent education first.** Include vocational schools and training programs as well as college and high school.
- **References don't necessarily have to be professional.** If you have volunteered you can use members of the organizations that you have helped or if you are a student use your teachers. In all cases, ask for permission prior to using the person for a reference.
- **Don't forget to sign your application!**
- **Online Job Applications**

There are hundreds of sites where you can post your resume online and complete an online job application. Some sites let you upload an existing resume with the click of a button. On other sites, you can cut and paste or use a resume building wizard. There are also resume posting services that will post your resume to the top sites for you.

Once you have uploaded your resume, you will be able to search for jobs that interest you and submit your application or resume with a click of your mouse.
- **Apply Online via Company Web Sites**

If you are interested in working for a particular company visit their web site. Career information is usually listed in the "About Us" section of the site. Follow the instructions for searching for and applying to jobs online.

↓See sample Application below↓

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

DATE OF APPLICATION: _____

Name:

Last

First

Middle

Address:

Street

(Apt)

City, State

Zip

Alternate Address:

Street

City, State

Zip

Contact Information:

()

Home Telephone

()

Mobile

Email

How did you learn about our company?**POSITION DESIRED:** _____**Available Start Date:** _____**Desired Pay Range:** _____

By Hour or Salary

Are you currently employed? _____

EDUCATION

	Name and Location	Graduate? – Degree?	Major
High School			
College or University			
Specialized Training, Trade School, etc...			
Other Education			

PREVIOUS EXPERIENCE

Please list beginning from most recent

Dates Employed	Company Name	Location	Title

Tasks performed and reason for leaving:

Dates Employed	Company Name	Location	Title

Tasks performed and reason for leaving:

Dates Employed	Company Name	Location	Title

Tasks performed and reason for leaving:

I certify that information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above.

Signature _____ Date _____