

Job Application Overview

Filling Out a Paper Application

1. Bring a master application with you.

A master application is a **sample application you complete ahead of time** with all of your current information correctly spelled. **Excellent references include two or three people like teachers, supervisors, coaches or adult family friends** who can say great things about you!

2. Ask for two (2) application forms.

Use the **second one as back up** in case you make any mistakes on the original.

3. Read the application all the way through before filling it out.

Know exactly what is being asked before you give your final answer.

4. Neatly print or type your application.

Take time to carefully copy the information from your Master Application so it's legible.

5. Use blue or black ink on your final application.

These are the only two **colors considered appropriate for a legal document**.

6. Check the application before you sign it.

Re-read the application to make sure the information you provided is accurate. **Misinformation can be cause for termination.**

7. Complete the entire application.

Leave nothing blank! If you have a problem with answering any of the questions, you can use the following responses:

- —
- *N/A*
- *Open/Negotiable*
- *Flexible*
- *Prior*
- *ASAP*
- *Willing to provide*
- *Anticipated graduation*

Building Your Application & Interview Vocabulary

Use “**Green Light Words**” to describe your reasons for leaving a current or previous job.

Green Light Words	Red Light Words
Resigned	Quit
Discharged	Fired
Personality conflict	Boss didn't like me
Financial considerations	Not enough money
Relocated	Moved <i>or</i> Left
Completed	Ended

Action Words to describe your experience or previous jobs.

Skills	Verbs
<i>Financial</i>	Balance, calculate, compute, market, project
<i>Creative</i>	Create, design, develop, illustrate, perform
<i>Helping</i>	Assist, coach, counsel, facilitate, refer, interact
<i>Clerical</i>	Arrange, catalogue, collect, monitor, organize
<i>Management</i>	Administer, coordinate, improve, plan, supervise
<i>Communication</i>	Author, direct, edit, interpret, motivate, recruit
<i>Research</i>	Evaluate, identify, inspect, interview, summarize
<i>Technical</i>	Assemble, build, design, operate, remodel, repair

Completing Online Job Applications

Completing an **online job application** can be very challenging. The following steps can help make the process a little easier.

Bring a Master Application

Copy the relevant information from your master application to the online application. This will save you valuable time and frustration, as some online applications are only accessible on kiosks at the worksite. Some may assign a grade based on how long you take to complete them.

Set Aside Enough Time

Give yourself plenty of time to **answer all the questions** in order to prevent employers from passing your application over for leaving answers blank. More time and effort may be necessary to **consistently** answer extra questions about your personality and character. As you answer the questions, **imagine what qualities the employer may desire** in the person who will occupy the position you are seeking. Keep in mind: some on-line applications are timed for completion.

Double Check Answers

You may not be allowed to change your answers once you have gone to the next page or hit the submit button, so **watch for mistakes before you get too far** into the application.

Do Your Research

Many online applications **do not allow alternative answers** such as *flexible*, *negotiable*, or *open*. You may be **forced to provide actual data**, such as *dates* and *salary information*. That's why it's important for you to put as much detailed information on your master application as possible, so you can refer to it when necessary.

Want a Paper Application?

Specifically **ask the employer for a paper application** or check to see if there's a printable copy online that you can submit to the employer.