

Application Tips

► Choose references carefully

Your references can be past employers, teachers, coaches, etc. They should be people who know you well and speak highly of you. Be sure to ask permission before you list someone as a reference.

► Provide details of skills and accomplishments

For example, if you are applying for an office job, list the computer programs you know how to use, the related skills you have (e.g., can type 45 wpm), and any relevant work experiences (e.g., organized a charity event).

► Turn a negative into a positive

If there's something on your application that could be seen as negative, explain how much you have learned and grown from the experience.

► Attach additional information

If you have a resume, attach it to every application you complete. You can also attach letters of recommendation and examples of relevant work. For example, if you're applying for a job at a camera store, you might attach some photos you've taken.

► Follow up

If you haven't heard from a business in a week or two, follow up with an email, phone call, or visit. Let potential employers know that you're still interested in a job, and that you're available to come in for an interview. *If you give a prospective employer your phone number, make sure the answer message on your phone sounds professional.*



Application Worksheet

Use this panel to keep track of application dates, information, and contacts.

Business/Organization _____

Position applied for _____

Date application was submitted _____

Contact person _____

Notes _____

Date of follow up _____

Business/Organization _____

Position applied for _____

Date application was submitted _____

Contact person _____

Notes _____

Date of follow up _____

Business/Organization _____

Position applied for _____

Date application was submitted _____

Contact person _____

Notes _____

Date of follow up _____

Applying for a Job



Job Skills and Strategies

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Job InfoGuide

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623-21

Applying for a Job

To get a job, you must complete an employment application and return it to the person in charge of hiring. There are three ways to do this.

1. **Go to the company's website**—applications are often available online. Complete the application online or print it out and return it.
2. **Contact the business by phone or email and ask them the best way to apply.** Make sure any written communication is well-written and error-free.
3. **Pick up an application in person.** You can complete the application on site or take it home and return it. If you're going to complete an application on site, take all of the information you need with you. *Whenever you visit a business, be sure that you dress and act in a professional manner.*



Gather Required Information



Job applications often ask you to provide the information listed below. Have this information readily available.

Personal Information

- ▶ Address, phone number, email, social security number, and driver's license number

Education

- ▶ Schools attended and their addresses
- ▶ Dates attended / Graduation date

Work Experience - information for all previous jobs (paid and unpaid) and volunteer work

- ▶ Company name, address, and phone number
- ▶ Your supervisor's name
- ▶ Tasks and responsibilities
- ▶ Dates of employment and reason for leaving

References

- ▶ Name, address, phone number, email address, company, and title for three references

Availability

- ▶ Days and hours you are available to work

Work Papers

- ▶ In some states, applicants under 18 must have a work permit or certificate

Complete the Application



Follow these tips when filling out an application.

- ▶ Before you start, take a minute to look over the entire application. Read the instructions carefully.
- ▶ Use blue or black ink and print neatly. If you make a mistake, use "white out" to make corrections.
- ▶ Don't leave any lines or spaces blank, and do not write "see resume." If a question doesn't apply to you, write "not applicable" or "N/A."
- ▶ Remember that an application is your opportunity to "sell yourself."
- ▶ Answer every question truthfully, but don't volunteer any negative information.
- ▶ Make sure that your application looks neat, clean, and professional. Do not bend or fold it.
- ▶ If the application asks for a desired salary, do not list a specific number. Write "negotiable."
- ▶ Proofread the application to make sure that it's complete and error free. If possible, have someone else look it over.
- ▶ When completing an application on site, be polite, friendly, and respectful to everyone you meet.