HOW TO FILL OUR A JOB APPLICATION

When you apply for a job you are typically asked to complete an employment application even if you have already submitted a resume` and cover letter. That way, the employer has a record of your personal and employment history, verified and signed by the applicant. It is important for your job applications to be complete, correct (no errors) and accurate. Here is the information you will need to complete an application for employment and tips and suggestions for writing applications that make a great impression.

Information usually requested on an application:

Personal Information:
1. Name
2. Address
3. City, State, Zip Code
4. Phone number
5. Eligibility to work in the USA
6. Felony convictions
7. If under the age of 18, you will need a work permit that you should be able to obtain from the employer. The permit is to be signed by the employer before it is signed by a high school official.

Education: (List your most recent school you have attended first.)
1. Schools/colleges attended
2. College major (if applicable)
3. Degree/diploma
4. Graduation dates

Information regarding the position for which you are applying:
1. Title of the job you are applying for
2. Hours/days available to work
3. When you can start work

Employment information: (List your most recent job first)
1. Names, addresses, phone numbers of previous employers
2. Supervisor's name
3. Dates of employment
4. Salary/wage
5. Reason for leaving

References:
1. List of three references – names, job title or relationship, addresses, phone numbers
2. As a courtesy, ask your references for permission prior to using the them as a reference.

Tips for completing job applications:
1. Complete all requested information. Do not leave anything blank. If you don not know the details, bring the application home and return it when it is complete.
2. Write clearly and neatly, using black or blue ink.
3. Check for spelling and grammatical errors. Proofread your job application form before turning it in.
4. References do not necessarily have to be professional. If you have volunteered you can use members of the organizations that you have help or if you are a student use your teachers.
5. Be sure to sign your application!