

Tips for Filling out Application Forms

BE ACCURATE Make sure all information is correct. Check employment dates, telephone numbers, and addresses for accuracy.

BE ALERT If you are not sure about the meaning of abbreviations used on the form, ask the person who gave you the form to explain them.

BE CAREFUL If you are careful about following instructions on your application, an employer will probably think that you may be careful as an employee.

BE CAUTIOUS Make a photocopy of the application before you start to complete it so you have a clean one in case you make mistakes.

BE COMPLETE Answer every question. Spell everything out, do not use abbreviations.

BE CORRECT Watch your spelling, grammar, and punctuation.

BE CERTAIN Before you begin to fill in the blanks, read everything on the application carefully. After you complete the form, read it again to make sure you have answered every question correctly.

BE Honest Always enter 100% accurate information and *never* lie or even stretch the truth!

BE INCLUSIVE Describe all your skills and abilities. Also, list the kinds of computers, software programming, machinery, equipment, and tools you are able to use.

BE NEAT Print or write clearly so that your application can be read easily. Use a reliable blue or black pen.

BE PREPARED Take a sample application form with you when you go to apply for a job. By having all the information about yourself ready ahead of time, you will be able to complete the application completely and accurately.

BE THOROUGH Leave nothing blank. If an item is not applicable to you, enter "NA" in that space so that the employer can see you considered the item.