

# Tips for Completing Applications

- *If possible, pick up an extra application in case you make any mistakes.*
- *Carefully read all instructions before completing the application. Be sure you are writing your information in the correct place.*
- *Write your full name and not a nickname. Write your complete address including your zip code.*
- *If there is a section for “special training or skills” list awards or certificates you have received or skills that show you are qualified for the position. For example, you can write “CPR certified” or “knowledge of word processing and the Internet.”*
- *The application may ask for references. References are people whom the interviewer may call to verify information on your application. There are two types of references, professional references and personal references. Professional references are former employers and personal references are people you have known for at least one year who you are not related to, a teacher, for example. You should always ask permission of the people you plan to list as references so they are prepared when the interviewer contacts them.*
- *The application will include a section on education. List the school you currently attend first. When filling in the “last grade completed” remember this is not the grade you are in now because you not completed it. Be sure you have the address and phone number of your school.*
- *The application may ask you to write the position you are applying for. Write a specific job title or type of work. Do not leave the space blank or write “anything.”*
- *Fill out the entire application. If a question does not apply to you, write N/A for Not Application. For example, some applications ask about military service. If you have not served in the military, you would write N/A in the appropriate space.*
- *If you have worked before, list your current or most recent job first, and then list the job before that. This is called reverse chronological order.*
- *Always proofread carefully. Check your spelling and be sure you have answered all of the questions.*
- *Remember to sign and date your application.*
- *If you hand-deliver your application, dress in a professional manner. They may interview you on the spot.*