

Applications

Why Employers Use Applications:

Applications are designed to assist employers to quickly spot an applicant's inexperience and other weaknesses. An employer does this to screen out applicants.

Key Principals in Using an Application:

Use your application to help make a good first impression.

Avoid answers that can screen you out.

Employers goal is to select workers who

Can do the job

Will be reliable

Can be trusted

Will work hard

General Tips for Completing Applications

Before you approach the employer

1. **Be prepared**- take your resume or a completed application and two **black pens**. It is important to bring names, addresses, dates, and other information you are likely to need with you.

When completing the application, remember

1. You are probably being watched and timed by the receptionist.
2. Read over the entire application first **and follow directions carefully**.
3. Don't erase, scratch out or leave blanks.
4. **Be neat**: - stay within the boxes, - **print carefully**, - grammar and spelling must be perfect. If they can not read the application this will weed you out.
5. **Fill in every blank**, If a question doesn't apply to you, write **n/a (not applicable)** or draw a dash (-) in the space provided.
6. List specific job(s) you are interested in. Never write "anything" Make sure you do your homework. You might even need to do some research or call to find out specific job titles. You can also put down a general title or write a couple of job titles that you may be interested in.
7. Always be honest when completing application..
8. Use only positive information. If the response is negative or requires an explanation, write "will discuss in interview." Avoid words such as "**fired**" or "**quit**". Example of better explanation include no career advancement, return to school, relocated, personal or will discuss in the interview.

9. When asked to specify salary requirement, it's best to use phrases like "will discuss in interview," "open," or "negotiable," rather than lock yourself into a specific salary range.
10. When picking up or returning an application, make sure you are dressed and groomed appropriately- because the employer may interview you "on the spot" or may later ask the receptionist impression of your appearance.
11. Do not fold or crumple the application. It's important to ask for another application if this is the case.
12. Make sure you have a good message phone number.
13. Make sure the address you use is one where you can be reached for several months. If you will be moving soon, give a message address or permanent address of a relative or friend.
14. Sign and date the application.
15. Re-read it twice before giving it to the employer. Did you complete everything? Does it reflect you and your abilities?
16. Be aware of illegal questions. You have a choice not to provide answers to illegal questions.

Appearance counts.

Employers will often rely on first impression. They get these impressions from the way you present yourself. They will be looking at the way you dressed, your behavior, how you asked for an application and most importantly, the way you completed the application.

There are all different types of application. Some are short and simple. Others are long and complex. However, most applications will ask for the same information.

Before you fill out an application it is important to prepare for questions such as:

Position applying for _____

Schedule of hours desired _____ am to _____ pm; Can you work nights _____ What hours _____?

Can you work weekends? _____ What hours? _____

Can you work extra hours.

(Employers are looking for individuals who are able to be flexible)

You may be asked how you will get to work. Employers want to know that you can get to work everyday and on time. _____ Bike/Car/Cab/Bus How much would cab/bus cost per week? _____

Remember, Employers use application to weed out candidates.

Following are examples of why applications were screened out:

- Failed to follow application instructions
- Submitted an incomplete or unreadable application
- Requested salary higher than that publicize
- Left gaps in their work history
- Had been "fired" from several jobs
- Had an unstable work history
- Failed to describe skills

Employers' most frequent complaints about the application they received.

1. Applications completed sloppily
 - a. Could not read due to messy or illegible handwriting
 - b. Items crossed out
 - c. Crumpled up
 - d. Application incomplete (Do not say "resume")
2. Name and address incomplete or unreadable
3. Indicated "anything" for type of work sought
4. Work history reversed; did not put most recent job first
5. Vague descriptions of skills, experience, and accomplishments
6. Left important questions blank. Gave no indication as to whether the blank was an oversight, omission or not applicable (N/A) to the individual.
7. Failed to sign and date application.

Reference Checks

A reference is a person an employer can contact to find out more about you. Employers will want to contact your previous employers to find out if you are a good worker.

You may also use other people who know you well such as teachers, coaches or supervisors. You can not use your parents or relatives for a reference. Make sure to contact the individuals you want to use and ask their permission to use them as a reference.