

Completing an Application with Confidence



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PART 1

WHY FILL OUT A JOB APPLICATION?

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- To make a good first impression!
- To give credibility and add to information on your resume.
- To get your foot in the door for the interview/finalize information after an interview.

WHY FILL OUT A JOB APPLICATION?

- Employers use an application to collect generalized information about all job applicants.
- It makes the job process fairer for everyone.

WHY FILL OUT A JOB APPLICATION?

- Employers use applications to “weed out” applicants.
- How you complete the application is important!

PART 2

WHAT DO YOU NEED
TO COMPLETE AN APPLICATION
WITH CONFIDENCE

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PERSONAL INFORMATION

- Current and previous home addresses
- Telephone numbers
- Emergency contact information
- Driver's license number
- Social Security number

WHAT DO YOU NEED TO COMPLETE AN APPLICATION WITH CONFIDENCE

Additional Information

- Educational information, including degrees obtained and schools attended and GPA
- Proof of eligibility to work in the U.S.
- Military service – including rank and service information
- Any information regarding convictions or indictments

WHAT DO YOU NEED TO COMPLETE AN APPLICATION WITH CONFIDENCE

EMPLOYER INFORMATION NEEDED

- Previous work information, including employer, title, work description, dates, and reason left.
- Work references.
- Ability to explain gaps in employment.

WHAT DO YOU NEED TO COMPLETE AN APPLICATION WITH CONFIDENCE

TIPS FOR INFORMATION NEEDED

- Gather all the needed information together on a Fact Sheet. Be careful not to turn Fact Sheet in with application. Always keep Fact Sheet updated.
- It might be necessary to go to old W-2's, pay stubs, tax forms, even the Social Security office, to get correct dates together.
- Have all of your information together plus pen, resume, and reference page so that you are not lacking for anything when you go to complete an application.

PART 3

COMPLETING A JOB APPLICATION WITH CONFIDENCE

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- Show up to pick up or complete the application well-dressed.
 - On the spot interviews
 - Receptionist/Secretary impression very important
- Be sure to having everything you need to complete the application.
 - Blue or black ink pen
 - All information needed to complete the application
 - Proper identification

COMPLETING A JOB APPLICATION WITH CONFIDENCE

- Look over the application before completing to avoid mistakes. Proofread! Proofread! Proofread!
- Write neatly and legibly.
 - Many employers use applications to “weed out” applicants, by how seriously they take their work.
- Read instructions carefully and follow directions exactly.
 - Example: Last Name, First Name
- Complete each answer honestly. If you have something that needs to be addressed, be concise and add you will discuss further in the interview.

COMPLETING A JOB APPLICATION WITH CONFIDENCE

- See what each question asks for. Do not volunteer information you do not have to.
 - Example: Indicted or convicted
- Use similar language of the job ad, and avoid negative language.
 - Example: excellent skills/don't, no, never, fired
- Apply for a specific position rather than “anything available.”
 - Shows positive self-esteem
 - Motivation and ambition

COMPLETING A JOB APPLICATION WITH CONFIDENCE

- Do not leave any blank available.
- If a blank does not apply to you, write “Does Not Apply” rather than N/A.
- Do not write “See resume” in any section, such as the work section.
- Do not enter dates such as birth dates or graduation dates if possible.,

COMPLETING A JOB APPLICATION WITH CONFIDENCE

Give examples to illustrate your successes!

- Here's an example as shown in [Job Guides: Filling Out Job Applications - Expert Help Filling Out Job Applications So YOU Win An Interview](#)
 - When demonstrating their skills, anyone can write: "I have successfully influenced project managers in my division."
 - But it is far better to say:
 - "I have successfully influenced project managers in my division. In September, I put forward a suggestion to change the way in which incoming calls were dealt with. My suggestion was adopted and resulted in an 18% fall in call waiting times".

Part 4

TIPS TO KNOW WHEN COMPLETING YOUR APPLICATION WITH CONFIDENCE

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- A company may be using the application for observation purposes. How long did it take you to complete the application? How well did you treat the employees you encountered? How did you dress? How detail oriented are you? How well do you follow directions? Are there any discrepancies between your resume and your application?
- A company may be obtaining permission to complete necessary steps in the employment process. Most applications contain signed releases for the company to complete a background check, contact your previous employers and your personal references. They might ask you to consent to a drug screen or submit to other tests, such as lie detector or driving skill evaluation; many times you are not even aware you are giving permission to these things. It is important to read everything carefully before you sign.
- A company may just be asking for a signed document on file needed from each employee to go to work.
- Just remember to follow each step carefully, be prepared, and read thoroughly. There are discrimination laws in place to protect you.

Part 5

Mistakes To Avoid on Applications

Mistakes To Avoid on Applications

- Some of the most common mistakes that job seekers make on applications, according to several sources including WORKSMARTT, a site developed by the Employment Development Department by the State of California, are:
 1. Not following directions
 2. Misspelled words
 3. Crossed-out writing
 4. Not printed
 5. Wrinkled or messy application form
 6. Incomplete information or unanswered questions
 7. Not applying for a specific position
 8. Incomplete work history, or large unexplained gaps in work history
 9. Overlapping or conflicting employment dates, with no explanation
 10. Application not turned in by the deadline
 11. Use of troublesome words, such as "quit" or "fired"
 12. Forgetting to sign the application
- An additional error is having information that does not coincide with your resume!

Part 6

ONLINE AND WEB APPLICATIONS

ONLINE APPLICATIONS

- Online applications are very similar with these additional tips:
 1. Save periodically throughout the application, in case of problems or you need to come back to complete it later.
 2. Be prepared to take tests in the middle of the application. Do not rush. Take your time so you get the correct answer.
 3. When asked what position you want, do not select “any.” It will get your application immediately thrown out.
 4. Have your resume open in Windows, in case you need to copy and paste it in the application process.
 5. Be sure you have provided the answer you want before going to the next page. Once you click to the next page, you may not be able to go back.

EMAIL APPLICATIONS

- Tips for email applications are as follows:
 1. Make your email sound professional, not like your texting. It should be like a formal letter.
 2. Be brief and to the point, only 2-3 paragraphs.
 3. Proofread for errors!
 4. Include your signature with name, email, and phone number.
 5. Include the job title you are applying for in the subject line.
 6. Send your resume as a word attachment if asked or copy and paste into your message with no formatting.
 7. Send the email to yourself first, to be sure it looks appropriate.

Part 7

Work Cited

Works Cited

- About.com: Job Searching/Job Application Guide – Email Job Applications
- EDD: State of California – Worksmartt/Tips for Success—The Application
- *eHow.com: How to Fill Out A Job Application Form*
- *eHow.com by Rebecca Mazin: How to Fill Out an Online Job Application*
- *Money-zine.com: Filling Out Job Applications*
- *Ezine Articles by Will Stone: 5 Tips on Filling Out an Online Job Application*
- *Ezine Articles by Adrian Masood: Tips for Filling Out Job Applications*
- *Job Guides: Filling Out Job Applications - Expert Help Filling Out Job Applications so YOU Win An Interview*

Part 8

Practicing with Confidence

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<http://www.job-applications.com/>

Reaching The End

- ✦ Now that you have completed your application with confidence, it is time to really wow them in your interview and get that job!

