

applying YOURSELF

FILLING OUT AN APPLICATION

Online or by hand, complete an application for employment thoroughly, accurately, and neatly.

Employers use job applications for a variety of reasons. Some use them as a way to obtain the same information from all applicants, including information you wouldn't normally put on a resume. Some use them as a screening tool to decide whom to call for an interview. Some use it as a human resources tool for collecting information, in which case they will ask you to complete it after you've been asked to come in for an interview.

Many employers have online applications and even provide onsite kiosks or computers for application completion. Some online job applications are timed and may not let you "go back" to previous fields. Make sure to slowly study an online application before beginning — and then, proceed as carefully as possible. Some fields may limit the number of characters, too. Regardless of the reason an employer asks you to complete an application, treat it as a legal document that must be completed honestly and truthfully, to the best of your knowledge. When filling out a job application, you want your application to stand out from the rest.

The employer will judge you based on how the application is completed — so, take the time to do it right the first time.

Filling out applications should not be stressful. Use the following tips to make it a comfortable experience:

Be Prepared

Have all the information you need with you. If you have a resume, that's a good start, but most applications ask for your previous employer(s) and education information. Do your homework before you get to the employer. It's a good idea to compile a "master" application (with all the information you may need) for use as an immediate reference when you fill out an application. This master application would include items such as:

- Education and attendance/graduation dates
- Work experience, dates of employment
- Personal info not commonly carried (SSN, passport info, work visa, driver's license, etc.)
- References with job titles and phone numbers
- Previous address (security paperwork)

Read the Directions Carefully

Carefully read each section of the application. If you are completing a paper application, read the entire application before you begin. Avoid referring to your resume by writing "See Resume" on any section of your application. The employer usually has firm and significant reasons for asking you to complete an application regardless of your resume's information.

Complete the Application as the Instructions State

Follow directions — even if you think you have a better way. This is an opportunity to show a potential employer that you pay attention when given instructions.

Have References Readily Available

Have all names, addresses, phone numbers and e-mails of professional and personal references on hand to list on the spot, if requested.

Workforce Solutions is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Texas Relay Numbers: 1-800-735-2989 (TDD) 1-800-735-2988 (voice) or 711