

## **How to Complete an Employment Application**

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***Be sure to have complete and relevant previous employment and education information.***

Whether you are applying online or in person, if you are going to be considered for employment by a company, you will have to complete an application. Usually, the application will ask you about previous employment, education and training. You **MUST** know all contact and relevant information you place on an application for previous employment, education and training. Information you will need to know is the company's name, address, phone number, contact person and dates of employment (which should be listed as MM/YYYY – MM/YYYY). If you do not know this information already, I strongly advise you to locate this information by contacting the company or looking online.

***Answer all questions on an application completely and thoroughly.***

Write neatly and legibly. If you make mistakes, ask for another application rather than scratching something off or writing over it. Follow all directions and use the correct lines and spaces. Do not write in the area that says "for office use only". Make sure your application is crisp and clean, not folded or stained.

When the application asks you for a desired start date, put a date as MM/DD/YYYY rather than ASAP or "now". ASAP and "now" are words, not a date, and they give the impression of desperation. When an application asks you the position you are applying for, put the specific position(s) (i.e. Secretary, Janitor, Teacher, etc.) of interest or the primary focus of the position(s) (Maintenance, Administration, Finance, etc.) of interest. Do not put open or anything because you will not be considered for anything.

Do not leave spaces blank on an application, because an employer may think you forgot to answer the question or you were not paying close enough attention to details and overlooked the question. If something does not apply to you, place N/A on the line. In the section that asks about other job related skills or gives you the opportunity to address any additional relevant information, make sure you do so. Place skills, technical proficiencies, or anything that can strengthen your candidacy for the position, including why you are the best candidate for the position.

***Be prepared and professional!***

Have an updated, neat, and well organized resume to submit along with your application. Bring a black or blue pen. Bring a notebook or clipboard in case space is limited and you need to sit or stand to complete the application. Most importantly, be properly dressed and ready to interview immediately. You never know when an employer will be available to talk.