

# Tips for Completing Job Applications



- Neatness counts.**
- Show the employer that you can follow directions** by filling in all sections of the application form. If you don't have information to put in a box you can say N/A (not applicable).
- Check your application for spelling and grammar mistakes.**
- Get a list of references.** Be prepared to furnish the names, job titles and contact information for references. If you haven't held a formal job, consider asking families for whom you babysit or have done odd jobs for, as well as teachers or coaches. Let people know if you plan to list them as a reference so they won't be surprised if they get a call or email message.
- Employers for jobs value reliability**, especially in terms of attendance and punctuality. Try to incorporate references to perfect attendance and punctuality, if possible. You may include any honors or awards as well.
- Check your phone.** You will need to list your phone number on the application, so be sure that the voice mail message on your cell is suitable for an employer to hear. Check messages regularly so you don't miss any calls from employers.

## What to Wear

It's important to be sure that you are dressed neatly and have a polished professional appearance when you make your inquiry for an application. In general, you should dress a bit more formally than would be expected in your target job. When in doubt it is better to overdress than under dress. Do take the time to dress appropriately because the first impression you make can make a big difference when it comes to getting hired.

## Manners Matter

Make sure you show respect for any receptionist or other seemingly low level employee because they may have the power to decide on the spot if you should be considered for any vacancies. Smile warmly, look the person in the eye as you greet them and exude enthusiasm. Everything else being equal a polite, friendly and motivated candidate will receive greater consideration.

## How to Get References

Preparing a list of references is essential before applying for a job. References will be able to attest to the skills and qualifications listed on your resume. Professional references include bosses, colleagues, customers, and co-workers. Here's information on how and who to ask for a reference for employment.