York Technical College

HOW TO FILL OUT AN EMPLOYMENT APPLICATION

PURPOSE OF APPLICATIONS
1. As a basis for interviewing or not interviewing candidates.
2. As an indication of an applicant's education and skills.
3. Determines how well an individual can follow directions, understand questions, and organize answers.
4. Gives some indication of neatness, thoroughness, spelling, and writing abilities.
5. Represents quality of work.

GUIDELINES FOR COMPLETING
1. Call the company to inquire about specific times that may be set aside to fill out applications.
2. Dress appropriately.
3. Have necessary materials on hand -- pen, correction fluid, references, and education/employment information.
4. Read the entire form thoroughly before answering any questions and follow all instructions.
5. Complete all blanks -- write "*NA*" or "*Not Applicable*" if an item does not apply.
6. Know what position applying for and availability date.
7. Provide honest, complete, and accurate information.
8. Be as neat as possible -- if a mistake is made, ask for another form. Better yet, bring a bottle of whiteout.
9. Spell correctly and do not use abbreviations.
10. Use a pen with black or blue ink.
11. Sign and date the form properly wherever requested.
12. After completing the application, review it once again.
13. Follow up with the company 5-7 days after application completed.

WHAT TO PUT IN SPECIAL BLANKS
1. **Work History**: Be prepared with all dates, names of supervisors, addresses, telephone numbers, salary, job title, duties, and reasons for leaving -- keep positive.
2. **Criminal Record**: Does not include minor traffic violations. If a record exists, put "*will discuss at interview.*" **DO NOT LIE**. Know the difference between a felony and a misdemeanor.
3. **References**: Ask 3-4 people ahead of time. Use teachers, former employers, colleagues, co-workers, ministers, NOT family or friends unless specifically instructed to do so. Know names, titles, addresses, telephone numbers, and e-mail addresses.
4. **Job Applied For**: Be specific. NOT "*I'll take anything.*"
5. **Salary Desired**: Put "*Salary negotiable*" or "*Open*" or state a salary range, for example, $15,000-$17,000/year. (Be careful not to undersell abilities and not get the salary the company had in mind; and be careful not to oversell abilities and have no chance at the job.)