

Job Application Tips

Your job application is the first impression you give an employer. Businesses often receive hundreds of applications for a single job, or they keep applications on file and review them as openings occur. To be sure that your application gets put into the “interview pile” and not the “discard pile,” follow these common sense tips:

- Follow directions. Take your time and, using black ink, write clearly and neatly without abbreviations.
- Be prepared. Have the information you need to complete the application before going to the business.
- Supply all the information requested including addresses and telephone numbers.
- List the specific position you are applying for; do not make them guess.
- Be sure to sign and date the application.
- Do not leave blank spaces. If a question does not apply, address it by writing “not applicable” or “N/A” in the space.
- If you do not understand a question, ask someone to explain it to you.
- Answer questions completely, especially when describing the duties of previously held jobs.
- Be honest. If the answer to a question represents a problem area for you – for example if you were let go from your last job or have been convicted of a felony – write “will discuss” in the space provided. Do not try to evade the question.
- Sign your application as you would a check. Do not print.
- Proofread your job application to check for spelling and grammatical errors.
- Answer questions to sell your qualifications as they relate to your ability to perform the job.

In some cases it is OK to attach a well-written, accurate, neatly typed résumé to the application, but a résumé should not be considered a replacement for the application.

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