

APPLICATION BASICS

WHAT IS AN APPLICATION?

- An opportunity to sell your qualifications.
- The employer's first impression of you and your abilities.
- Your calling card (please look at me).

ROLE OF THE APPLICATION:

1. Screens you out or screens you in.
2. Sets the interview agenda.
3. Standardizes information from applicants.

TYPES OF APPLICATIONS:

Regular Paper Applications:

You can download these applications on the Internet or pick them up at an employer's place of business. Be prepared for all types of job application formats from simple one-page to multi-page to clean and crisp to photo-copied.

Computer-Prompted Applications:

These applications are filled out on a computer at the employer's office or on the Internet. While these promise immediate delivery, some questions may have a limited selection of answers from which you must choose in order to continue filling out the application. Unlike regular applications, you can't put a dash or N/A on a computer-prompted application. Instead, you must fill in an answer to move to the next field and to submit your application. Remember that these computer-prompted applications may be timed so the company can see how long it takes you to fill out the form. **Even though it may seem complicated, don't let a computer-prompted application scare you. Fill it out in the same way you would fill out a paper application.**

DIFFERENCE BETWEEN APPLICATION AND RESUME:

APPLICATION	RESUME
Legal, binding document	Creative tool to sell yourself
What the employer wants to know about you	What you want the employer to know about you
A form with information structured exactly the way the <u>employer</u> wants it	A form with information structured exactly the way <u>you</u> want it

FILLING OUT THE APPLICATION

Do's	Don'ts
- follow directions, read the instructions and entire application before filling it out	- leave anything blank; use N/A or a dash (-)
- tailor your application to the job posting	- lie
- use action verbs to describe your job duties and responsibilities	- use “red flag” words – anything that may have a negative connotation
- enclose your resume as a supplement to the application	- substitute your resume in place of filling out the “Work History” section
- use positive and neutral reasons for leaving (page 15)	- mention health, school, mental, marital, legal or financial problems
- be flexible about salary requirements (page 14)	- list your driver’s license as a license (unless the employer specifically asks for it)
- be flexible about geographic preference and hours available for work	- let employers contact your current employer unless he/she knows you’re job hunting
- account for gaps in your work history	- use abbreviations (except for N/A)
- be honest, but not too open	- include anything negative on the application
	- try to explain past convictions/terminations on the application – leave it for the interview