

Application forms

How to fill out application forms.

For some jobs, you'll be expected to fill out an application—either instead of a résumé or in addition to one. Employers like using applications because it allows them to scan your qualifications quickly. A poorly completed application form may eliminate you from consideration for a job, even if you are the most qualified applicant. When filling out application forms, be sure to keep the following in mind:

- Come prepared. If you can't fill out the application at home, be sure to bring with you all relevant information, such as phone numbers and addresses of past employers and references, graduation dates and course information, and personal information like your social security or driver's license number.
- If you can, fill out applications at home. This will give you time to prepare your answers.
- Read the entire application before you begin writing any information.
- If possible, try to use a typewriter or a computer. If not, use black ink and print very neatly. Don't let the form get dirty.
- Complete every question on the form. If some questions do not apply to you, draw a dash through the space or write "does not apply" (or N/A for "not applicable").
- In the employment section of the application, don't forget to include part-time jobs like babysitting and mowing lawns if you don't have other extensive experience.
- When stating your reason for leaving your recent job, be careful with your wording—don't say anything negative about yourself or a former employer.
- Many application forms ask what salary you expect. The best answer is usually "negotiable" or "will discuss."
- You can always attach an additional sheet of paper if the application form doesn't give you enough room to answer questions. For example, applications often ask if you've ever been convicted of a crime. If the answer is "yes," you should try to explain this in as much detail as possible, emphasizing the positive—like what you've learned from your previous mistake.

You can give a application. It applicants.

potential employer a copy of your résumé along with an shows you're interested, and may set you apart from other

