

# Completing a Job Application



# How Important is the Application?

- You are making your first impression!
- It screens you out or in!
- Creates the tone for the interview!



# You Will Need:

- A black erasable ink pen
- Phone numbers/addresses
- Previous experience dates



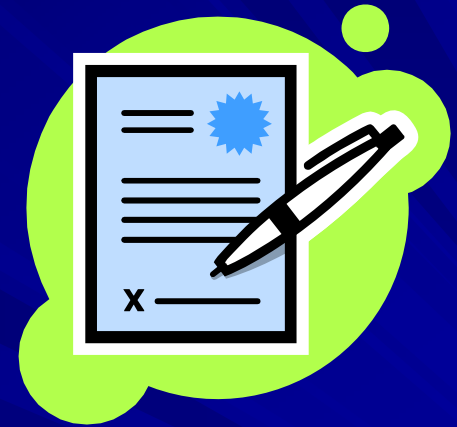
# Tips For a Good Application

- Read the entire application
- Follow directions
- Print neatly
- Complete every blank
- Give accurate information



# More Tips.....

- Keep your application form neat and clean
- Check your spelling
- Sign the job application form
- Check over your completed form



# Important

- Your application is the first sample of your work that employers will see!
- Sell yourself by describing an interesting, enthusiastic worker!

