



# Completing a Job Application

**CTAE**

RESOURCE NETWORK

RE-ENGINEERING FOR GEORGIA

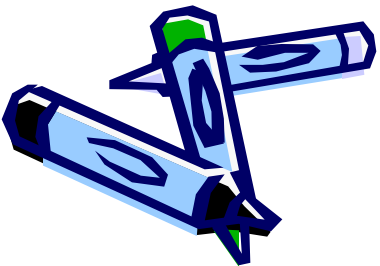
Revised May 2010

*Some information on this PowerPoint was adapted with  
permission from Utah State Office of Education*



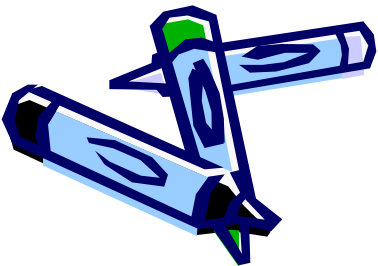
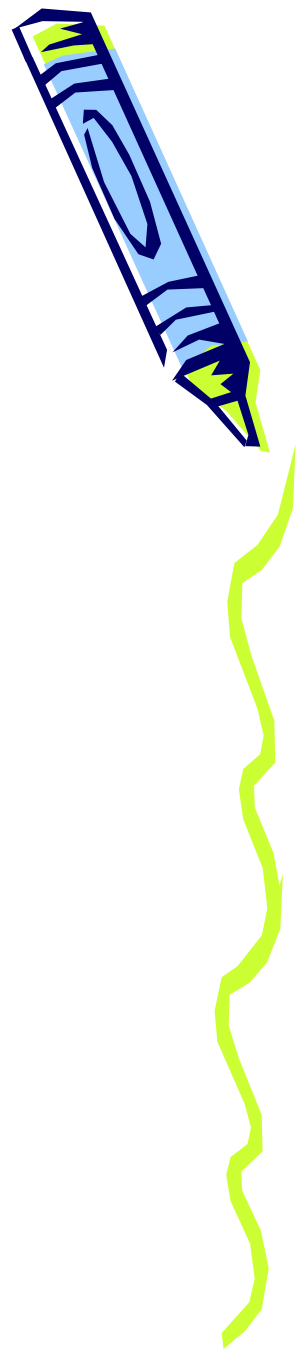
# What is a Job Application?

- A job application is an employment form that requests personal information about an individual.
- Purpose:
  - Shows applicant is legally eligible for work
  - Minor test of the applicant's literacy, penmanship, and communication skills
  - May require information for use in a background check
  - Learn applicant's availability
- Usually will require a resume and cover letter in addition to the job application



# Application Sections

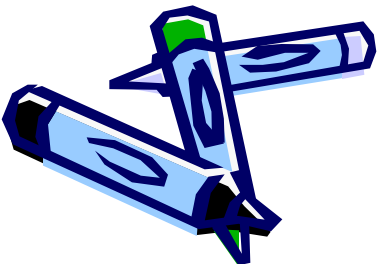
- Personal Information
  - Name
  - Address
  - Social Security Number
- Type of employment desired
- Educational Background
- Employment History
- Relevant Skills
- School and community activities
- References



# Points to Consider



- Criminal Record: If you have one, ask to discuss it, not just write about it
- Work History
  - Laid off: Take credit for the job you had
  - Fired: Ask to discuss it with the employer
  - “Job Hunting” is a legitimate reason for an employment gap
  - Job Hopping: If you’ve had more than 3 jobs in the past 5 years, have good reasons for leaving
  - No work history? List community involvement!
- Bring your list of references with you to put on the application.



# Don't Forget to...



- Use a pen, and print information neatly
- Read directions carefully
- Answer every question, even if you have to use N/A
- Write “open” if the application asks you for an expected salary
- Be honest and accurate
- Sign and date the application

