

# Completing a Job Application

## Pre-reading

### Questions:

- What do you already know about filling out a job application?

### Definitions:

- Appropriate – right for a situation; proper
- Permission – agreement or consent to do something
- Certify – to confirm as true or accurate



## Reading

18 When you go to a company to ask for a job application, dress appropriately. Wear clean clothes that  
36 you would wear on the job. Your neat and clean appearance is important. These first impressions are very  
53 important. Sometimes when you ask for the application, the company will want to interview you at that  
64 time. By dressing appropriately, you will be prepared for an interview.

82 Always say please and thank you when asking for an application. Office staff are more likely to be  
96 helpful if you have shown them respect. Good manners make a good first impression.

112 Print the words on your job application. Printing is much easier to read. Use neat handwriting.  
133 Write slowly and carefully. Try not to make any mistakes. Use a black ink pen, not a pencil. Black ink is  
142 easy to read. A pencil may smear or smudge.

159 Neatness is important. A neat looking application says that you take pride in your work. A sloppy  
177 application says you are a sloppy worker. Do not cross out information. Do not scribble on the application.  
188 If you make a mistake, start over on a new application.

205 Leave no blanks on the job application. Answer every question. If a question does not apply to  
223 you, write “n/a” (for “not applicable”). This tells people checking the application that you did not skip the  
224 question.

239 Be **accurate** when completing the application. Make no errors. Spell all names correctly. Be sure  
255 addresses, telephone numbers and dates are accurate. If the information you give is not correct, employers  
276 may question if you would be a good employee. Do not lie on a job application. Be honest! You can get  
288 fired if the company finds out that you lied on your application.

303 Choose references who will say good things about you. Choose references you think an employer  
318 would respect. References may be past employers, teachers, job counselors, or landlords. Get permission to  
331 use a person’s name before you list him or her as a reference.

348 Remember to sign and date the job application. By signing your name to the application, you are  
359 certifying that the information you put on the application is true.

