Job Search: How to Complete a Job Application	SOUTH MOUNTAIN COMMUNITY COLLEGE Career Services Center (602) 243-8154 *http://students.southmountaincc.edu/StudentDevelopment/CareerServices/*

Many jobs today require the applicant to complete a job application in addition to, or instead of, submitting a resume and cover letter. It is important for your job applications to be complete, error-free, and accurate. They should also showcase your greatest strengths, motivating the employer to schedule you for an interview right away! Here are some tips for completing job applications:

1. **Come prepared.** If you are filling out an application in the store, either on paper or at an in-store kiosk, you should always have the following items with you:
    1) A black or blue pen
    2) A copy of your "Application Cheat Sheet," which should include:
        ✓ Addresses, phone numbers and supervisor names for all your previous positions
        ✓ Employment start and end dates for each position
        ✓ Salary start and end amounts for each position
        ✓ Addresses, phone numbers and enrollment dates for schools attended (high school and college)
        ✓ List of three professional references including names, job titles, relationship, addresses, phone numbers and email addresses. Professional references can include supervisors, professors, advisors, volunteer supervisors, etc.
    3) Your resume
    4) Driver's license, social security card, and/or work visa

2. **Dress appropriately.** You may be called in for an interview right away, so dress as you would for a professional interview.

3. **Complete all requested information.** Don't leave anything blank. If you don't know the details, bring the application home and return it when it's completed.

4. **If filling out an application at a computer kiosk in the store, follow the directions carefully.** Ask store personnel for assistance if needed.

5. **Stay positive and avoid revealing negative information.** Most job applications ask why you left previous jobs, and it may be tempting to go into a lengthy explanation of why things didn't work out. But we recommend that you don't do this. Simple answers like, "Job ended," "New opportunity," or "Professional growth" are best.

6. **Write clearly and neatly.** If the employer can't read your handwriting, you won't get the job.

7. **Check for spelling and grammatical errors.** Thoroughly proofread your job application before turning it in.

8. **Act kindly and professionally toward everyone you meet!** You never know who might have input in hiring decisions, so treat everyone with respect and kindness.

If you have never filled out a job application, or if your applications haven't turned into jobs, it would be a good idea to practice filling out a sample application and then have Career Services staff review it. For a good application sample check out: http://www.quintcareers.com/employment_application.pdf.