

# Job Search: How to Complete a Job Application



Career Services Center  
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[www.southmountaincc.edu/current-students/career-services](http://www.southmountaincc.edu/current-students/career-services)

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](http://www.quintcareers.com/employment_application.pdf).