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

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

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

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

Neatness is important. A neat looking application says that you take pride in your work. A sloppy application says you are a sloppy worker. Do not cross out information. Do not scribble on the application.

If you make a mistake, start over on a new application.

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

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

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

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

Level 6.5
**Understanding**

1. What would you wear when picking up a job application? ________________________________

2. What does the word **accurate** mean in this story? ________________________________

3. Why should you print when completing an application? ________________________________

4. Who is someone you would list as a reference? ________________________________

5. Why is it important to give correct information on a job application? __________________

6. What does n/a mean? ________________________________

7. When would you use the abbreviation n/a? ________________________________

**Writing**

In your own words, summarize the important things to remember when completing a job application.

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