

Completing a Job Application

Job Hunting can be a stressful and exhausting process if you are not prepared. Having strategies when beginning can help broaden and simplify the process. We created a guide for completing a job application so that you are more prepared when you're ready to apply.

## **12 RULES FOR JOB APPLICATION**



Read the instructions carefully before you begin writing

Complete all sections, even if you have a resume; if it doesn't apply, write "N/A"



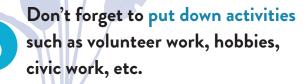
Print neatly, using your best handwriting and grammar



When asked what job you are applying for, enter a specific job title



Explain in detail all of your past work experience





Decide who your references will be ahead of time (i.e. teachers, family friend, etc)



Don't forget to sign your name and date the application



Double-check your completed application before turning it in



Return your completed application as soon as possible



Return the application to the manager or person doing the hiring; dress nicely when you submit it. You may get an interview on the spot!



Follow-up with the person you gave it to a week later or when they tell you to follow-up



## 2211 H Street Bakersfield, CA 93301 | EmployersTrainingResource.com

Employers' Training Resource received \$5,627,541 in WIOA Youth funds for PY 2023-24 from the Department of Labor. \$2,043,895 of these funds were used to provide training and employment services to assist out-of-school youth.