



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

- 1 Read the instructions carefully **before** you begin writing
- 2 Complete all sections, even if you have a resume; if it doesn't apply, write "N/A"
- 3 Print neatly, using your best handwriting and grammar
- 4 When asked what job you are applying for, enter a **specific job title**
- 5 Explain in **detail** all of your past work experience
- 6 Don't forget to **put down activities** such as volunteer work, hobbies, civic work, etc.
- 7 Decide who your **references** will be ahead of time (i.e. teachers, family friend, etc)
- 8 **Don't forget** to sign your name and date the application
- 9 **Double-check** your completed application before turning it in
- 10 Return your **completed** application as soon as possible
- 11 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!
- 12 **Follow-up** with the person you gave it to a week later or when they tell you to follow-up



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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.