

# Department of Family and Consumer Sciences

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## THE JOB APPLICATION FORM

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Applying for a job can take many forms but the purpose is the same — landing you an interview! Some employers will want you to apply in person and complete an application by hand; others may require that you complete an online application. The application process itself can include both completing the company's application form as well as submitting your resume and cover letter. Employers will use these documents as screening and selection tools for interviews.

### The Job Application

The job application form can take time and effort to complete. If you are completing one by hand, be sure that your handwriting is legible and neat. If possible, pick up the application and take it home with you to complete and take it back to the employer. Whether using a paper form or completing an online application, the following tips will be relevant. Make a master list of dates and descriptions of your jobs and education in chronological order. Organizing your education, work history, awards, certifications, etc. will help you fill out the application without leaving out any important details.

### Key Tips

- Use a professional email address. Set up a separate email account for job-related purposes.
- Make sure you have no spelling or grammatical errors. Proof your document and, if possible, have someone else review it before you submit it.
- Submit your application to the correct person or department. If you are responding to an ad, send your application to the person or department referenced in the ad. If there is no name or department given, you may send it to the Human Resources Department or Hiring Manager.
- Include a phone number where you can be reached.
- Write descriptions of your previous experience that include accomplishments.

## Applying for a Job

- Include part-time employment, volunteer work and other valuable non-paying experience in your work history if you do not have a long work history.
- Choose references carefully and ask permission to use them. Inform them of the positions for which you are applying. References should be individuals who can speak to your character as well as your work ethic and abilities.

## Mistakes to Avoid

- Not reading the instructions closely and overlooking the intent of the questions. Read carefully and don't rush. Follow directions!
- Not completing all of the questions on the application. Your resume may include the information, but an employer may look only at the application.
- Giving vague, generic statements about your experience and skills. Instead, list and explain the skills and experiences you have for this job.
- Listing qualifications that you do *not* have. Never be dishonest on an application.
- Applying for a job for which you are clearly not qualified. If the position requires six months experience or a certain degree, do not waste time if you don't possess those requirements. However, if those are *preferred* qualifications and you do have the other skills or background required for the position, consider applying.
- Not explaining gaps in employment. Red flags appear when a hiring manager sees extended time periods of no employment or educational activity. Find a way to explain why you were out of the workforce and what you were doing with your time.

## Want More Information?

For additional information on applying for a job, download a copy of UT Extension Publication “W 936-E Finding Work — Applying for a Job.” To learn more, connect with an Extension agent by contacting your county Extension office.



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