

Applications

When you are applying for jobs, use information that is relevant and tailor your application, resumé and cover letter to that specific job.



Application Tips

DO:

- Be accurate
- Be Informative
- Be complete
- Be specific
- Be honest
- Print neatly
- Check spelling and grammar
- Sign the application

DON'T:

- Cross out writing
- Misspell words
- Leave unanswered questions
- Wrinkle or fold the application
- Turn the application in late
- Mention health, personal, legal or financial problems

Refer to our **SmartStart** guide for more information.



UTAH DEPARTMENT OF WORKFORCE SERVICES

Applications

Most employers see your application before they see you. If you want to be interviewed, your application must make an outstanding impression. Employers may review 3 to 3,000 applications each month, so smudged, illegible or incomplete forms are quickly tossed aside. Employers often make assumptions about the quality of work you will do based on your application. You must be prepared to fill out an application when you go to pick up the form because some managers and companies require that it be filled out on the spot. Managers don't like it when applicants forget to bring a pen or ask to borrow a telephone book to look up names, addresses and telephone numbers so come prepared.

Your master application should organize your education information, work history, references and previous employer information such as addresses and phone numbers. Include your social security number and any information you have about education or training. Having a completed master application will help you quickly and correctly fill out online job applications without having to search for information. Use it as your model when filling out applications for actual jobs. Most employers have their own forms and will not accept copies, so take your master and copy the necessary information Listed below are some suggestions.

VISUAL IMPACT—The application should be neat with no errors in grammar or spelling. When completing a paper application, be sure to print neatly and use black ink. Whether completing a paper or on-line application respond to all the questions, avoid abbreviations and use N/A (Not applicable) if the section does not apply to you.

In addition, be sure to specifically describe and quantify your job descriptions and skills.

FOLLOW DIRECTIONS—Read the entire application before you begin and print online applications. Pay close attention to what is being asked and how you are expected to respond. Pay attention to and honor those sections that say "Do Not Write Below This Line" or Office Use Only." Carefully read "Optional" sections and decide if it is in your best interest to provide this information.