Tips To Help You Complete the Job Application Form

One of the most important steps in getting a job is filling out an application form. A person looking for a job should make sure the form is filled out completely and accurately.

Employers are looking at applications that will meet the minimum requirement of a particular job they are advertising for. If your application fails to show you meet the minimum requirements of the job, your application may be screened out and you are not likely to get hired. So think of the application as your doorway to a job interview and you can't go wrong.

Follow These Guidelines

1. Read all the instructions on the application carefully.

2. Fill out your application to show employers three things:

    The amount and kind of **responsibility** you have handled
    The **results** you have achieved
    The **relevancy** of your past responsibilities and accomplishments.

3. One of the most important steps in filling out the application is to tailor your responses for the specific type of job you are applying for. For instance, emphasize your job skills and work experiences that are aligned with the position you are after. List your achievements and how you solve problems, not simply your responsibilities. Explain how you increased operational efficiency, the amount of money you saved or raised, the number of people who used the service or product, the action that came about as a result of your efforts, etc. Write these items in phrases that identify the problem, note the solution, and describe the result. Leave nothing to the imagination.

4. Use statistics or numbers when you can to show the result of what you did (i.e., size of organization, number of people supervised, length of report, time involved, size of budget, amount of money raised, etc.).

5. Keep your information brief, clean and easy to read. Use the minimum number of words to convey what you wish to say.

6. Always list your most recent job and educational experience first.

7. Include volunteer experience relevant to the position sought. Also include languages, hobbies, or certificates if they are relevant to the job.

8. Keep an electronic copy of your application so you can easily make changes. The online form allows you to save all of your information as a text file with or without submitting it to an agency. This is offered so that if the user wishes to apply for another position they have the information on-hand and can quickly enter it into another application. For more information on how to save your application go to
    http://admin.ks.gov/services/state-employment-center/faqs

9. Be impressive in describing your experiences, but always be 100% honest. Remember, you are competing against many other applicants and your application needs to stand out.

10. Use feedback from friends, relatives, and interviewers as to how your application information is coming across and modify where necessary.

11. Include languages you speak, read or write in the Other Related Experiences section, as well as any machinery or equipment you can operate, build or repair.

12. Emphasize credentials (licenses or certifications) obtained if they relate to the job that you are seeking.

13. Try to avoid leaving blanks or questions unanswered on the job application. If a question on the application does not apply to your situation, then simply use "not applicable" or "N/A."

14. Make sure former jobs are described clearly. Do not use general terms such as "repairman" or "clerk" if more accurate words are available.