# TIPS FOR A WINNING JOB APPLICATION

## BE PREPARED

Bring with you the information you'll need to fill in: dates, addresses, social security number, names, addresses and phone numbers of previous employers and job references.

## DO YOUR HOMEWORK

In the real world, try to research the company before you apply for a job. You can tailor your application for a particular job by highlighting the work experience and education you think are most appropriate.

## HAVE YOUR RESUME READY

You might need to provide a copy of your resume with your application or attach it if your application is online. Complete all the information requested on the application, even if you know it's on your resume, too.

## FOLLOW DIRECTIONS

Most job applications are very clear. Follow instructions closely. Answer all the questions, but if you don't know the data requested and can't go away to research it, just draw a line in the field -- don't invent!

## BE TIDY

When filling in a real application, always use a pen and PRINT your responses to fit in the spaces provided. A sloppy-looking page and spelling mistakes are severely frowned on. Be careful and thoughtful as you write your information down. Make sure you proofread carefully before handing in your application.

## BE POSITIVE AND TRUTHFUL

If asked, find a brief and positive way to explain not-so-good parts of your work history, and save the details for an interview if they want to know more. Be truthful -- never lie on a job application. But you can leave out brief employment periods that didn't go well if there are better work experiences you can cite.