Application do's and don'ts

When completing an application assure you do the following:
1. Read ALL the directions and the entire application completely before filling it out.
2. Follow ALL the instructions and take your time.
3. If you have an application that has a deadline, make sure you give yourself enough time to complete the application in order to meet the deadline.
4. Only use black or blue ink to fill out the application.
5. Print neatly and use correct lettering. (Example: Name not Nam3)
6. Pay attention to the order in which the application requires you to write your first and last name.
7. Avoid misspelled words. Most smart phone have an app for a dictionary.
8. Clearly indicate the position you are applying for.
9. Be prepared to provide references. Always carry this information with you using a cell phone. It should include names, addresses and phone numbers.
10. Be prepared to show your "right to work" documents. These are your birth certificate, CA ID or Driver's License and Social Security Card.
11. Always remember that volunteer work is acceptable to list on an application especially if the work relates to the job you are applying for.
12. Proofread your application before you turn it in. It's a good idea to have someone else look at it with a fresh pair of eyes. Remember, your application is the employer's first impression of you.

Here is a list of things you should NOT do:
1. Never leave any section blank. If you do not have an answer put N/A (Not Applicable).
2. Never turn in an application with food stains on it.
3. Do not fold or crumple your application.
4. Do not complete an application using 2 different colors of ink.
5. Never identify a reference by a nick name.
6. Don't just put down the first name of your current or past employer.
7. Always include an area code with every phone number listed on your application.
8. Do not attach a Resume to an application and write in the employment history section "See resume'."