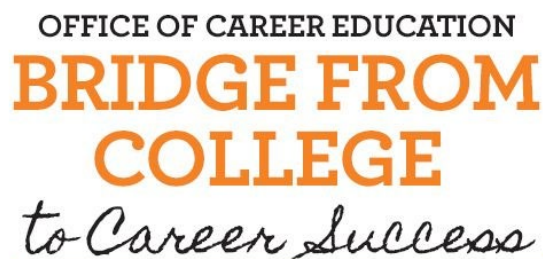


10 Tips for Completing Online Job Applications



1 Read the instructions carefully

Before filling out the application, be sure to read it over thoroughly! Job applications have many similarities, but may also differ in form and content depending on the needs of the particular company.

2 Complete the entire application

A résumé is an important tool in the job hunt process. However, it cannot be substituted for what an employer asks for on an application. If you are required to complete an application, complete the application in its entirety. Do not substitute your résumé for a required application form.

3 Submit accurate information

It's important that all information on the job application is accurate. Dates, names, addresses, previous supervisors, references, phone numbers and any other required information should be complete and correct. You can't be expected to remember all this information, so have a fact sheet with you at the interview to use as a reference. A prospective employer wants to know you will be focused on accuracy.

4 Address gaps in employment

Be proactive and have your application address gaps in your employment history dates before the information is requested. Perhaps you were recovering from surgery or being caretaker to an ailing family member. Providing this information in advance shows that you want to be forthright.

5 Don't leave blank spaces

Blank spaces can lead to the assumption that you forgot to fill in those areas. Forgetfulness is not an attribute on a job application. If a section does not apply to you, write in "not applicable" or "N/A."

6 Be honest and positive

This is a big one. Being caught in a lie will guarantee that you will not be hired. Applications usually ask the reason for leaving previous employment. Even if you were fired from a job, try to find wording that is honest, yet doesn't appear negative. Something as simple as, "work ended" can suffice. Then, be prepared to have an honest, yet positive explanation if further details are requested at the interview.

7 Tailor your answers to the job

Whether it's previous on-the-job experience or volunteer work, have the application reflect your expertise and interest in the area that you're applying to. If, for example, you are applying for a position involving customer service, don't neglect to include volunteer or part-time work where you assisted others.

8 Complete the desired salary section

Use Salary.com to research the salary range for the position you're applying for. You can also write in "negotiable" or "open" in the space for desired salary, instead of writing in an amount that may be too high or too low. If they are interested in hiring you, an agreeable salary can be negotiated later.

9 List of references

Most likely, you'll be asked to provide a list of personal or professional references on the application. Be prepared with a list of names, addresses and phone numbers of your references. They should not be relatives. Select references who you know will be positive about your attributes and accomplishments. Ask your reference at least two weeks in advance before you offer their contact information to an employer.

10 Proofread the application before you hit submit!

Entrust the job of proofreading to one or more people you that can depend on to catch errors in spelling, punctuation and grammar. Do not exclusively rely on spell check! If you're required to complete the application at the interview, then it will be up to you to review it carefully for errors.

