Job Application Tips

IDAHO DEPT. OF LABOR

Your job application is the first impression you give an employer. Businesses often receive hundreds of applications for a single job, or they keep applications on file and review them as openings occur. To be sure that your application gets put into the "interview pile" and not the "discard pile," follow these common sense tips:

- Supply all the information requested including addresses and telephone numbers.
- List the specific position you are applying for; do not make them guess.
- Do not leave blank spaces. If a question does not apply, address it by writing "not applicable" or "N/A" in the space.
- If you do not understand a question, ask someone to explain it to you.
- Answer questions completely, especially when describing the duties of previously held jobs.
- Be honest. If the answer to a question represents a problem area for you — for example if you were let go from your last job or have been convicted of a felony — write "will discuss" in the space provided. Do not try to evade the question.
- Proofread your job application to check for spelling and grammatical errors.
- Answer questions to sell your qualifications as they relate to your ability to perform the job.

Additional tips for paper applications:

- Follow directions. Take your time and, using black ink, write clearly and neatly without abbreviations.
- Be prepared. Have the information you need to complete the application before going to the business.
- Be sure to sign and date the application. Do not print.

Note: In some cases it is okay to attach a well-written, accurate, neatly typed résumé to the application, but a résumé is not considered a replacement for the application.

The Idaho Department of Labor is an equal opportunity employer and service provider. Reasonable accommodations are available upon request. Dial 711 for Idaho Relay Service.