

# JOB APPLICATION TIPS



**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 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. If you need to apply directly at the business location, have the information you need to complete the application before going to the business.
- Be sure to sign your name and date the application.

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

Access job listings 24 hours a day, seven days a week on the Idaho Department of Labor’s job search website:

[idahoworks.gov](https://idahoworks.gov)

## **Other helpful links:**

Idaho state government jobs  
[statecareers.idaho.gov](https://statecareers.idaho.gov)

U.S. government jobs

[usajobs.gov](https://usajobs.gov)

Find your local office at:

[labor.idaho.gov/officedirectory](https://labor.idaho.gov/officedirectory)

Start your job search at:

[labor.idaho.gov/jobseeker](https://labor.idaho.gov/jobseeker)