SANTA ROSA JUNIOR COLLEGE
Career Development Services
Hours: Monday-Thursday 8am-5pm
Fridays: 8am-noon (closed Fridays June & July)
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(707) 527-4941

Tips for Completing Your Job Application

The employment application provides the employer with information about applicants in a standardized format so the employer can quickly screen applicants to see which ones meet minimum requirements. Because of the importance of the job application, we offer these tips to help you present yourself in the best light.

- Get two copies of the employment application if possible. Use one as a rough draft.
- Read the application thoroughly before completing it.
- Type or print legibly using black ink.
- Be specific about the job for which you are applying. Get the exact job title or titles. Don't apply for just "anything."
- Read and follow directions.
- Do not leave any blank sections on the application. If a question does not apply, write "not applicable" or "n/a."
- Describe your job history and education in terms of the type of work for which you are applying. Relate past job duties to the requirements of the job you seek. For example, if the job you are applying for requires handling money or using a cash register, be sure to include those functions in the description of past jobs (if you have, in fact, performed those functions in a past job). Include this information even if those duties were a minor part of the previous job. Emphasize the most relevant experience and training that you have!
- Do not overlook volunteer work or hobby activities that relate to the type of work you seek. If your paid work experience is limited, your volunteer activities may show leadership, responsibility, or skills needed for the job. In many fields you must have volunteer experience or closely related training/education before you will be able to get a paying job.
- If the application asks your reasons for leaving past jobs, try to give a positive reason. Usually there is more than one reason why you left; use the most positive. If you returned to school, took a better paying job, took a job more in line with your interests, or left the area, any of these may be listed. Avoid mentioning problems on the job or in your personal life. If the only reason you can give may appear negative to the employer, list "personal" on the application and be prepared to discuss your reasons in an interview (but wait until the employer asks).
- Always proofread your application before turning it in. Check for errors in spelling, punctuation and grammar. Have a friend proofread your application also. Make a copy for your records and for review before your interview.
- Remember that the application represents you; it is a sample of your work. Does it say you are neat, well-organized, and careful? Does it show that you care about your work? Or does it say you are sloppy, careless, unable to follow simple directions, or not really interested in the job? Remember, if you haven't done a good job with the application, the employer may assume your performance on the job would also be poor.

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