Hutchinson Community College

Career Services

Filling Out a Job Application

1. Read the application before filling it out- Before you start to fill out a job application, read through it first. Collect all the information you need to complete it to the best of your ability.

2. Take Your Time- While completing a job application may seem like a small task, think of it instead as your first opportunity to show an employer how much you care about the job.

Check for misspellings and grammatical errors. Always read through your application several times before submitting it. Keep your information brief.

3. Answer completely and truthfully- There may be some questions that do not apply to you, which is fine. Fill in the spaces with "N/A" or "not applicable".

Answer the questions on your application honestly. To avoid any misunderstandings after employment, be honest about your education, employment history and criminal background.

4. Include your resume- The application lets employers see if they should continue looking into you as a potential employee. Your resume gives you the chance to go into more detail about your skills and previous experience.

5. Fill out job information chronologically- List your most recent job or education first. Some applications will only have room for three or four previous jobs, so you will not need to list more regardless of your work history. If you don't have enough previous work experience to fill out all the lines, list "N/A" in the blank space.

You may also want to list any relevant training and education you have acquired. This might include certifications or degrees you achieved or programs you attended. Add anything extra you've done to further your career on your application.

6. Add references- Prior to completing an application, contact three references for permission to use them. Pick those who have a good understanding of your work potential. Gather email, phone numbers, and addresses. Do not use family or friends.

7. Put in the extra effort- You may sometimes see a section that allows you to add additional comments. You can view this as your opportunity to give even more information about your strengths, skills, and accomplishments. Always use statistics or numbers to show the result of something you did.

If you come across a question asking why you want to work for a particular company, carefully think about your answer. This is the time to show off your skills. Research the position and then list the skills you have that apply.

For additional support, please email me (Rick Kraus) at krausr@hutchcc.edu or call (620) 728-4464 to set up a time for us to visit.