



### Filling Out a Job Application

1. Read the application before filling it out, if possible- Collect all the information you need to complete an application to the best of your ability.
2. Take Your Time- Think of it as your first opportunity to show an employer how much you care about the job. Check for misspellings and grammatical errors. Mistakes like this could hurt your chances with a potential employer.
3. Always answer completely and truthfully- To avoid any complications after employment, be honest about your education, employment history and criminal background.
4. Be prepared to include your resume- This gives you the chance to go into more detail about your skills, training and previous experiences.
5. Fill out information chronologically- List your most recent job or education first. Some applications will only have room for three previous jobs. If you don't have enough previous work experience to fill out all the lines, list "N/A" in the blank space.
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 experience or potential. Gather email addresses, phone numbers, and work addresses. Do not use family or friends.
7. You may 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. When possible, use statistics to show the results of something you did.
8. If you come across a question asking why you want to work for a particular company, talk about how your current skills fit the position.
9. There are companies you can pay to use AI to find and complete job applications for you. About 80% of hiring managers say they can spot AI generated applications and most discard them immediately. Always fill out your own applications.

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