JOB CLUB TOOLS

Paper Job Application Checklist

Job applications have advanced in the last few years with the rapid growth of technology, but there are a few employers out there who still require paper applications. Here are a few tips to keep in mind when applying for a job using a paper application.

☐ You should dress appropriately when picking up the application. Many think that they only have to dress for the interview but that is not the case. A professional appearance is always appropriate. Remember, the receptionist/secretary may assist with the screening process.

☐ Take a moment to read the application before you begin to write. You don’t want to mark through an error.

☐ Be sure to give yourself plenty of time to compete the application.

☐ If possible take the application with you so you will have time to read it carefully and give the best responses. If you cannot take it home, take a few extra sheets of blank paper with you to write out your responses on a separate sheet of paper before transferring it to the application.

☐ Bring a pen so you don’t have to ask the employer for one. That shows that you are at least somewhat prepared. Usually a black pen is the color of choice. You may consider purchasing a black erasable pen. If you have it, use “white out” sparingly.

☐ Take your work history record with you as a quick reference to access dates, names, work experiences and titles.

☐ Be sure to emphasize as many of your skills and qualifications as possible.

☐ Know what days and hours that you are available to work. You don’t want to spend too much time on such a simple question. You should know the answer in advance.

☐ Pay close attention to the layout of the application. It is safe to presume that if there is a large amount of space given to a particular question or topic, that issue is probably important to the employer.

☐ Check your spelling and grammar before turning in your application. Ask someone else to read it if possible. Preferably, someone who can spell!
Although the application may allow you to attach a resume, never write “see resume” on the application. What if your resume gets separated from your application? Securely attach the resume to your application.

Before you leave find out what the next step in the process is and who you should follow up with to check the status of your application in a week or so.

Ask if you can get a copy the application so you can remember how you answered the questions and you can refer to it during the interview.