

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 complete 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.