**How to correctly fill in an application form (paper version)**

**DO'S FOR COMPLETING**
• Read directions first and then fill out the application
• Print clearly and neatly instead of cursive writing
• Be specific about the position you are applying for (don't put "any job")
• Answer every question or write N/A if not applicable
• Only use references that have given you permission
• Include a copy of your resume with the application
• Write in a blue or black pen (Bring a few extras with you)
• Provide only positive information about you and previous employers
• Stay within the boxes and the lines
• Spell accurately and properly
• Have correct telephone numbers
• Use the information from your resume to complete the application
• Be aware that questions about height, weight, age, sex, marital status, size of your family, religion, politics, birthplace, race or national origin, and disabilities are illegal questions (you do not need to answer these questions)
• Explain what you can do in a short and concise way

 **DON'TS FOR COMPLETING APPLICATIONS**
• Don't cross out information
• Don't ask for a phone book for additional information
• Don't write "fired" for reason for leaving job - instead, "let go" or "not a good fit" and be prepared to explain what you mean
• Don't write unemployed on application
• Don't say anything bad about a person or company that you use to work for
• Don't forget to sign and date the application
• Don't Lie
• Don't (or try not to) make mistakes
• Don't Leave blanks
• Don't address disabilities unless the question is directly related to the job and the ability to perform it
• Don't use abbreviations
• Write in a “open” range if asked for wage amount wanted (you can discuss this at an interview
• Don't try to explain limitations on the application - describe your abilities and skills