



## COMPLETING THE JOB APPLICATION



Pay close attention to the instructions on the job announcement.



Fill out the application completely. Be sure to complete all fields and respond to all questions in the supplemental questionnaire. If a question does not apply use "n/a" to indicate that it is not applicable. Unless indicated, **DO NOT LEAVE ANY SPACES BLANK.**



Give positive reasons for leaving past jobs and answer in such a way that you are describing moving towards a certain career, rather than away from a problem or issue.



Present a positive, honest picture of yourself on the application – provide only the information that is needed to sell your qualifications and avoid any negative information.