

Job Application Tips and Instructions

Directions:

1. Complete the Generic Job Application in blue or black ink using the “Application Tips” below. Submit a rough draft for correctness and quality before turning in the final draft. **You will keep a final copy to be included in your EA project portfolio.**

Application Tips:

1. Follow All Directions Carefully
2. Use a Blue or Black Ball Point Pen
3. Fill-Out All Required Fields (use N/A when needed)
4. Write Neatly
5. Use Correct Grammar, Spelling and Punctuation
6. Be Honest
7. Complete Entire Reference Section (Professional References* Only)
8. Provide Well-Written, Concise Answers to Questions
9. Always Make a Copy of Completed Application
10. Keep Paperwork Neat, Clean and Wrinkle Free



*Professional Reference: Professional references are references from individuals who can attest to your skills, qualifications, and abilities. Professional references can include managers, teachers, coaches, club supervisors, youth pastors, volunteer supervisors, business contacts, and others who can recommend you for employment.

When you provide a professional reference to a prospective employer include the person's name, job title or relationship to you, company, address, phone number and email address. Be sure that you have the person's permission to use them as reference before you give out their contact information.