

# APPLICATION TIPS CHECKLIST

Use this checklist to help you successfully and easily complete an on-line application through GovernmentJobs.com.

## POINTS TO REMEMBER

- Read the information page before applying, especially review:
  - Job Description
  - Application Deadline
  - Requirements/Qualifications
  - Comments and Other Information
- All sections of the application **must** be completed before submitting.
- Incomplete applications will be screened out.
- The section titled "**Your Record of Experience**" must demonstrate the type and years of experience required for position applying for.
- A resume will **NOT** be accepted in lieu of a completed application.
- Do not** assume that HR knows your experience.



## COMPLETING YOUR APPLICATION

**PERSONAL INFORMATION** (Do not assume that HR knows who you are)

- Make sure to complete ALL personal information
  - First Name
  - Last Name
  - Middle Initial
  - Mailing Address
  - Home/Work/Cell Phone Numbers
  - Email Address

### ABOUT YOU

- If position asks for a second language, i.e. Spanish, please ensure that the language section is complete.
- Ethnicity, race, and gender sections are not necessary.

### ADDITIONAL QUESTIONS

- These supplemental questions **MUST** be answered. Make sure to read each question carefully and answer honestly.

### RECORD OF EDUCATIONAL AND PROFESSIONAL PREPARATION

- Most positions within LUSD require at least a High School Diploma. Make sure to complete this section and ensure that you check either "Graduated" or "GED".
- List all college courses you have taken. Also, list any certificates you have received that will qualify you for the position you are applying for.

### RECORD OF WORK EXPERIENCE

- This is the most important part of the application process. It is essential that you list **ALL** employment beginning with your most recent position.

### PROFESSIONAL REFERENCES

- Any Professional References listed should be individuals who have worked with you or around you.
  - Past supervisors
  - Current supervisors

- Coworkers – past and present
- Professional Colleagues
- Teachers
- Classmates
- Anyone who can speak to your work ethic

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## **GUIDANCE AND GOOD PRACTICE**

- Update your application on a regular basis.
- If you are a current LUSD Employee, make sure that your current position/s are listed on your application.
- Anytime you change positions or promote within the school district, they should be listed on your application.
- Under the Supplemental Question “Describe any verifiable work and related skills/work experiences which you feel will be helpful in this position, include number of years for each experience listed”.
  - List any work experience that will not fit under “Record of Experience”.
  - Make sure work listed is verifiable, i.e., name of organization, supervisor, etc.
  - List any professional skills that you have acquired through your work.

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## **MOST IMPORTANT POINT TO REMEMBER**

- DO NOT ASSUME THAT WHEN YOUR APPLICATION IS BEING SCREENED, THAT HR KNOWS WHO YOU ARE.
- When applications are screened all applicants are given an applicant number.
- Determination of application acceptance is based on
  - Education
  - Years of Work Experience
  - Minimum Qualifications as described on the Job Announcement
- Application help is available through Classified HR.
- Computers are available through Classified HR if you do not have access to one.
- If applying for a “**Promotional Only**” recruitment, you may need a password. Call Classified HR at 805-742-3220, for this password, or check with the Administrative Assistant at your school site.

ANY QUESTIONS REGARDING YOUR APPLICATION CAN BE DIRECTED TO CLASSIFIED HUMAN RESOURCES AT 805-742-3220.