

# JOB Applications



# OBJECTIVES

## Completing a Job Application

To practice the skills to complete a job application, including

- neat handwriting
- correct spelling
- complete information
- when to use N/A
- select references

Not every job requires a resume and/or cover letter.

Sometimes you simply complete a job application.

It is necessary to pay careful attention to the information asked for on the application.

**Spelling and neatness count!!!**

**Be as comprehensive as possible when filling out the form.**

**Be sure the information is accurate. (SS#, address, zip code)**

**If the question does not apply to you, please write N/A for “not applicable”.**

**Have reference info available.**

Please contact me at any time for the following:

- questions
- internships
- job opportunities
- volunteer opportunities
- help and guidance

[carmstrong@monomoy.edu](mailto:carmstrong@monomoy.edu) or 508.737.1007

