**Handout 2.14: Filling Out an Application Form**

Date: Name:

Most employers will ask you to fill out an application form before they will give you an interview. The way you fill out an application form can mean a lot to an employer. If you do not follow the instructions on the form, the employer will think that you cannot follow instructions at work. If you complete it in a messy way, the employer may think that you will be a messy worker. Be careful to keep your application neat.

Take your time in completing the application form. Every application form is a little different. Here are some things to remember:

1. **Be neat.** If your application form looks messy or is difficult to read, an employer will not bother to read it.
2. **Read** each question twice before you write the answer. Always make sure you know **what information** is asked.
3. **Print** in **capital letters.** Try to keep all the letters the same size and keep them between the lines.
4. Use a **pen,** not a pencil. If you make a mistake, cross it out neatly, that is, draw a single line through each incorrect word.
5. When you finish, read all your answers again to check your spelling and grammar. Ask someone else to check if there are any mistakes.
6. **Don't forget to sign the form.**