

DO'S FOR APPLICATIONS

- Do** read the application and directions carefully first.
- Do** fill out your own application.
- Do** use a black or blue pen.
- Do** write clearly and neatly.
- Do** fill in every blank. Use “NA” if it doesn't apply to you.
- Do** have a phone number.
- Do** have permission from three references.
- Do** use “Open” for salary desired.
- Do** know position wanted.
- Do** list ALL skills and abilities.
- Do** include volunteer work and related hobbies.
- Do** be honest!
- Do** proof read your application before you sign it.
- Do** sign your name and date the application.
- Do** be positive about yourself.