**Employment Application Checklist**

\_\_\_\_ Did you read the entire application carefully before filling out?

\_\_\_\_ Did you check the application three times for accuracy?

\_\_\_\_ Did you fill in all the spaces requested or put a dash (-) or not applicable (N/A)?

\_\_\_\_ Did you check for misspellings, smears, smudges, or factual errors?

\_\_\_\_ Are you happy with the way the application looks?

\_\_\_\_ Did you print the information neatly?

\_\_\_\_ Did you put check marks where called for and Xs where called for?

\_\_\_\_ Did you take your time when you filled out the application?

\_\_\_\_ Did you stop and think that the way your application looks tells employers what kind of work habits you have?

\_\_\_\_ Did you stop and think that employment applications are a test to see how well you can follow directions?

\_\_\_\_ Did you use a pen that writes without smears?

\_\_\_\_ Were you completely honest?

\_\_\_\_ Did you read the instructions for each section before filling it out?

\_\_\_\_ Did you check to make sure that the names, addresses and phone number are correct?

\_\_\_\_ Did you proofread the entire application and correct any mistakes?