



Job Application Guidelines

Work Based Learning First

Impressions

The job application is designed to help the manager spot your strengths and weaknesses quickly.

Tips

- Print or fill out online
- Use a black or blue ink pen
- Be neat
- Answer every question. Put n/a if it is not applicable
- Be accurate
- Have a good reason for leaving your jobs
- Get permission from people you use as a reference
- Be honest
- Sign and date application



It's Up to You

By law you do not have to disclose the following on a job application

- Height, weight
- Age, sex
- Marital Status
- Size of your family
- Religion, politics
- Birthplace
- Race or national origin
- Handicaps
- Arrests or convictions
- Military discharge

Exceptions

- An employer may ask you an off-limits question if that topic has to do with your ability to do the job
- Lifting requirements: physical handicaps can be asked about