

Quick Tips for...



# APPLICANTS

To assist you in making your application for employment as complete and successful as possible, please check these areas to avoid having your application rejected.



Review your *JobOpps* account to ensure completeness in the following areas:

**Contact Information**

**Personal Information**

**Education**

**Work Experience** (*Make sure that your employment history is complete.*)



The *“Supplemental Questions”* are essential for your evaluation. Take the time to provide all relevant information. All sections should be completed in detail.



**Items that are often overlooked or incomplete include:**

\* Missing items (check job posting for requirements)

**College Transcripts**

**Drivers' License**

**Certifications**

\* Lack of information on

**Terminations**

**Convictions**