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