How to Fill out an Application

*General Guidelines:*

- Read the instructions and through the application carefully before filling anything out
- If it’s a paper application, use a blue or black ink ball point pen and write legibly
- Be honest
- Alert references beforehand
- Have someone else read over it before turning it in
- Turn in the application to the correct person or place

*Other Resources:*

[https://www.roguecc.edu/emp/Resources/application.asp](https://www.roguecc.edu/emp/Resources/application.asp)

[http://www.worksmart.ca.gov/tips_application.html](http://www.worksmart.ca.gov/tips_application.html)

*Here's an Interactive Practice Application:*

[http://www.gcflearnfree.org/edlall/job-application](http://www.gcflearnfree.org/edlall/job-application)