Employment Applications

I. Complete the questions below from the information presented and the handout.

1. What items are needed to complete the job application?

2. What should you do if there are questions that do not apply to you?

3. Should you put specific salary requirements on an application? Explain your answer.

4. What should you do before submitting your application?

5. What should you do if you haven’t heard from the employer within a week of submitting your application?

II. Instructions for completing the attached job application.

You are applying for a position at Business TA Corporation. Business TA Corporation is a large national corporation headquartered in Wenatchee, WA. Company benefits include paid holidays and vacations, sick leave, a retirement plan, and health insurance. Salary will be commensurate with experience and education. Business TA Corporation is an equal opportunity employer. Using the information you have been presented about job applications, complete the attached two-page job application.