IDES
ILLINOIS DEPARTMENT OF EMPLOYMENT SECURITY

The Application

A well prepared job application is a tool that you can use to open doors to get the interview you want. The employer uses the application to sort out whom they want to interview and whom they do not. This is why it is so important to fill out an application correctly.

On January 1, 2015 Illinois' "ban the box" law went into effect. This law prohibits employers from making criminal inquiries until the applicant has been determined qualified for the position and notified of an impending interview, or, if the applicant will not be interviewed, until after a conditional offer of employment is made.

Tips for Completing an Application

READ THE ENTIRE APPLICATION BEFORE YOU WRITE ANYTHING

Prepare: It is always a good idea to carry required employment and reference information with you.

Follow Instructions: Carefully read and complete all sections of the application. Print all responses. Do not write in cursive, only your signature should be in cursive. Remember, this is the first chance the employer has to get to know who you are.

Complete Every Section: It is important to complete every section of the application. If you come across a question that does not apply to you, simply answer the question N/A (not applicable). Make sure you include your skills, along with volunteer experience. Incomplete sections of your applications will be viewed as not following instructions which will raise the question, "Why should I hire you?"

Use Correct Grammar: Answer all questions in complete sentences, using proper English and correct grammar (no texting or social media language).

Be Neat: Write legibly. A messy application may be rejected immediately. It will make you look as if you do not care. Use black ink to complete the application. If the employer cannot read the application, you will not get the interview. Review you application for completeness, grammar, punctuation, and spelling.

Review: Always review your application before you submit it to the employer to insure that you have completed it accurately.

Online Application: When completing an online application, select times in which you can complete the entire application undisturbed and in one sitting. This is because you may not be able to go back and complete unfinished sections at a later date. Also, the amount of time taken to complete an online application or how many times you log in and out may be monitored.