

# Application Tips



- Carefully read all instructions.
- Use black or blue ink when completing an application. **NEVER USE RED INK**
- Write legibly, ask for help if you need it.
- Clearly indicate the position you are applying for example:  
(customer service representative, office assistant), etc.
- Attach your resume to the back of the application.
- Fill out all sections to the best of your abilities. If you're not sure put N/A.
- A week later, call and follow up to check on the status of your application.
- Online applications may require you to create an account. Pick a password and user name you will remember and write it down.