

If given the option to complete the application in the Human Resources office or take it home, what should you do? The following are the pros and cons of each option to help you determine which method works best for you.

LET’S TAKE IT HOME!

PROS	CONS
<ul style="list-style-type: none"> • You can take the time to complete the job application at your own pace. • You can type out the application to ensure neatness. • You can have a counselor, friend, or teacher proofread your application. • You can make a copy of the application for your own records. 	<ul style="list-style-type: none"> • You could lose the application. • The application could get dirty or crumpled. • You could get lazy and decide to never turn the application in. • The employer may wonder if you completed the application on your own or had someone else do it for you.

LET’S DO IT NOW!

PROS	CONS
<ul style="list-style-type: none"> • You may get the opportunity to interview on the spot! • You will show the employer that you are prepared and ready to complete the application now. • You will eliminate the risk of losing the application, getting it dirty, or never turning it in. • You will save time by not having to come back to turn in the application. 	<ul style="list-style-type: none"> • If you are not prepared, you will not complete the application to the best of your ability. • You may feel pressured to complete the application quickly or feel like you are being “watched” as you complete the form. • Some Human Resources offices do not have much space for you to sit down comfortably and fill out the application. They may ask you to leave anyway.

Whether you choose to complete the job application form at the office or at home, the main idea is to fill out the application form:

√ NEATLY

√ COMPLETELY

√ HONESTLY

√ ERROR-FREE

√ PRESENTING A PROFESSIONAL IMAGE