



# The Application Form

TLA Annual Conference  
Placement Center  
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Thursday, April 14<sup>th</sup>, 2011  
2:30 – 3:00

1. Retrieve instructions (including identify necessary software/versions of software, timing)
2. Pull multiple copies of forms
3. Use matching words from job ad, positions description, organizational and personnel content, cover letter
4. Be complete/no “see resume”
5. Create exact, specific data for answers to questions, completing all/any forms
6. Be specific to grammar, punctuation and be consistent on writing style
7. Validate/verify submission/reception of e-package, snail mailed packages
8. Carry/bring duplicates

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1. Retrieve instructions (including identify necessary software/versions of software, timing)

If applying online, identify pitfalls with process up front (it times out, you don't have the software version you need, if instructions are available print them off or take notes if you can't move back and forth within the document)

2. Pull multiple copies of the form

Print off if possible, if not pull screen captures so you can practice and refer to as you “go”  
Create drafts of the application so don't fill out as you “go” the first time

Note for requests that vary dramatically from what you know/could cause mistakes (first job to last? Last job first?)

3. Use matching words from job ad, positions description, organizational and personnel content, cover letter

Replicate your word, idea list in the application package (resume can vary somewhat but package has to make sense  
and to make sure all of your content “matches”

Be as careful crafting content as in the cover letter

Identify pitfalls that you need to address in your cover letter (dates indicate a gap, can't call a supervisor)

4. Be complete/no “see resume”

Give them all they need although resume may replicate information requested  
Put references in your resume (no “for reference list, please request, etc.)

**5. Create exact, specific data for answers to questions, completing all/any forms**

Don't guess at dates

If you are not sure, indicate issue/declare upfront and create best scenario

Be specific and use words in their questions in your answers

Double check all typeface if cutting and pasting into any part of the package...some software changes typeface and many typefaces look alike

**6. Be specific to grammar, punctuation and be consistent on writing style**

Software packages do NOT catch all mistakes! Double check "review" in every category

It is logical to cut and paste to save time, but be sure you have a consistent language style and typeface

Review job numbers, job categories

**7. Validate/verify submission/reception of e-package, snail-mailed packages**

Clarify any submission needs, making sure electronic submissions respond as being received

Don't break the rules to identify yourself if the guideline says you can't contact someone

**8. Carry/bring duplicates**

Create copies of the application packet and bring with you to the interview

Request information on how many people are interviewing you to have enough packets, ask if they are wanted

Bring multiple copies of ancillary materials to the interview if you have them

Other?