

HOW DO I FILL OUT AN APPLICATION?

IF YOU ARE APPLYING ON PAPER:

- **Answer every question, even if it does not apply to your situation.** If an answer or the whole application is considered incomplete, the application may be returned or refused.
- **If you do not have an answer to a question,** and there are no instructions for it on the form, write “not applicable” or “N/A” in the space provided. That shows you have read and filled out the form fully.
- **If your answer to a question will not fit in the space on a printed form,** write your full answer **on a separate sheet of paper.** When doing so, you must note (on the paper) the letter or number of the question you are answering.
- **If you would like to provide more information,** such as details of your circumstances, please provide it on a separate sheet of paper.

IF YOU ARE APPLYING ONLINE:

- **Answer every question on the application form.** If an answer or the whole application is considered incomplete, the application may be refused.
- **If you do not have an answer to a question,** and there are no instructions for it, write “not applicable” or “N/A” in the space provided.
- **If you want to provide more information about your situation,** write your explanation on a separate sheet of paper and upload it into the section of your document.

The information above is in general. The link below is **FOR TEACHER USE AS A CLASS ACTIVITY:**

<http://www.fldoe.org/workforce/ced/pdf/completing-job-application.pdf>