Applying for Jobs Online


Hi, I'm Sarah. I'm here to show you how to apply for a job using an online application form. Most jobs now require you to fill out an application on the Internet.

In this course we'll follow along with Jack, who needs to find a new job. He is using a computer at the library to apply for a job.

Jack doesn't have much experience using a computer, since his previous job did not require it. We will look at some of the steps Jack will need to complete in order to submit his job application.
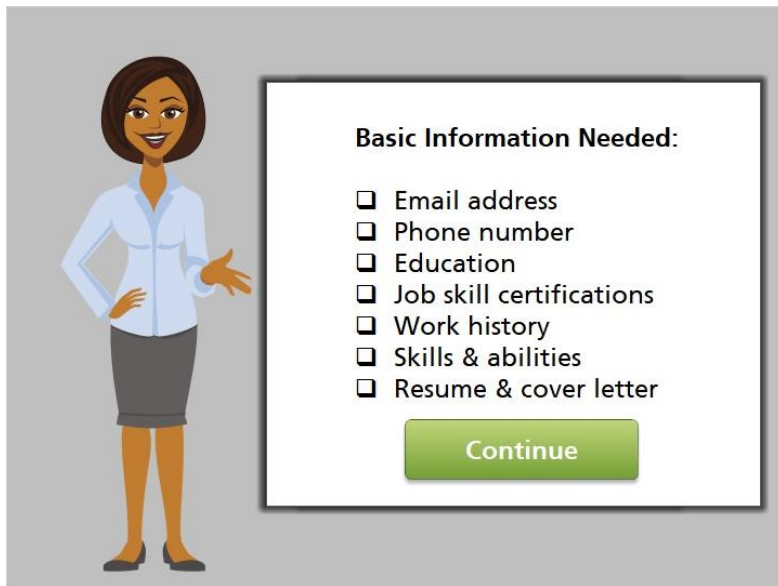
Jack has found a job opening that seems like a good match for his experience. He starts by reviewing the job listing to plan what information he needs to gather. Jack should gather the basic information he needs before he begins filling out the application. Most of this is similar to what he has included on his resume. Having this information ready will help him to be efficient with his time on the computer. He doesn't know if he will be able to save his progress as he fills out the application or if he will need to complete it all at once. Some websites allow you to save applications and return to them later, and some do not. Review the list of basic information shown on your screen. Click the green button when you are ready to continue.
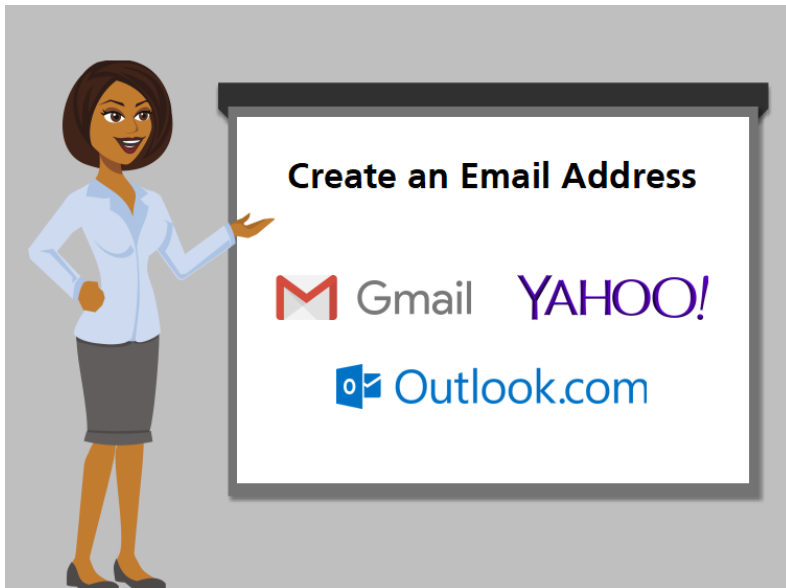
Here are some tips for getting ready to fill out a job application. You will need to have an email address in order to apply for a job online. The email address needs to be one that you can check regularly for updates from the potential employer. If you do not have an email address, you will need to create one.

Information to Include:

- ❑ Email address
- ❑ Phone number
- ❑ Education
- ❑ Job skill certifications
- ❑ Work history
- ❑ Skills & abilities
- ❑ Resume & cover letter

Some parts of a job application give you a chance to mention specific skills and experience you have that are related to the job. It is a good idea to include information from your work history that is related to the job you are applying for.
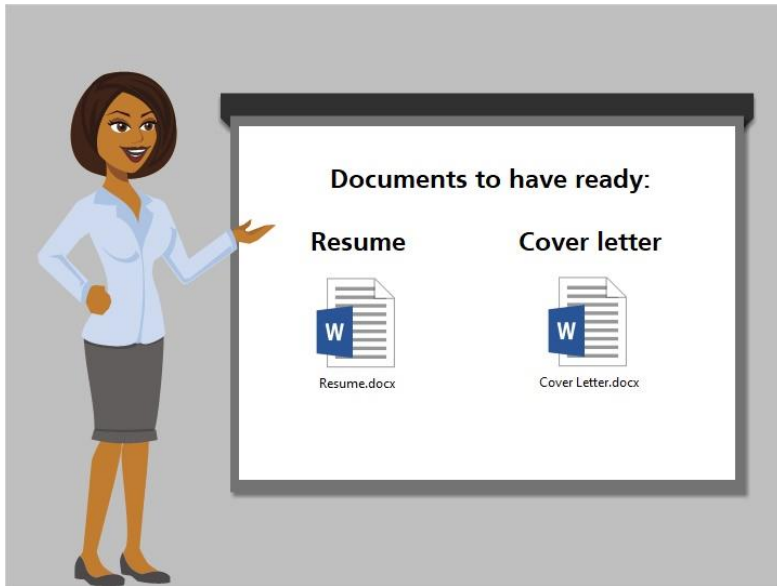
Many job applications require you to attach a resume and cover letter. If that is the case, try to have these documents ready before you begin filling out the application. The document must be saved on the computer in an electronic format like a Word Document or PDF file in order to attach it to the application. You can store your documents on a USB flash drive, or using a cloud storage site like Google Drive.
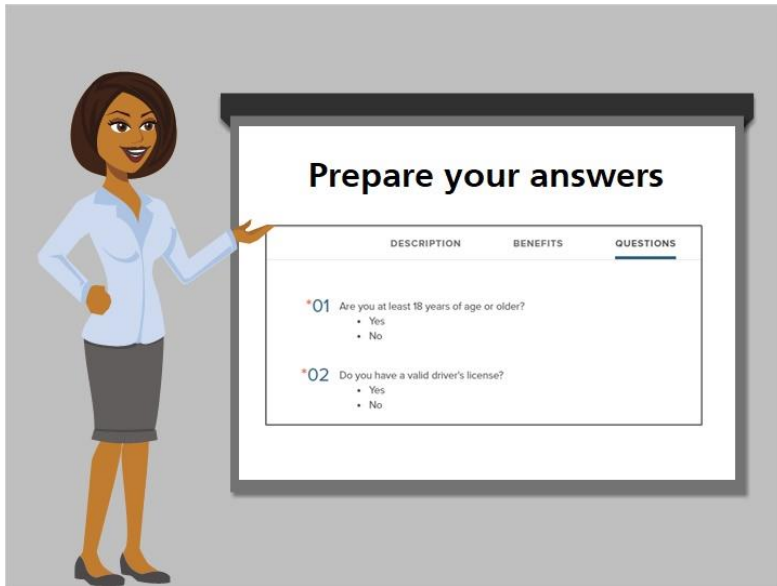
Some job applications ask you to respond to questions that can show why you are a good candidate for the job. It is a good idea to review these questions and prepare your answers in advance.
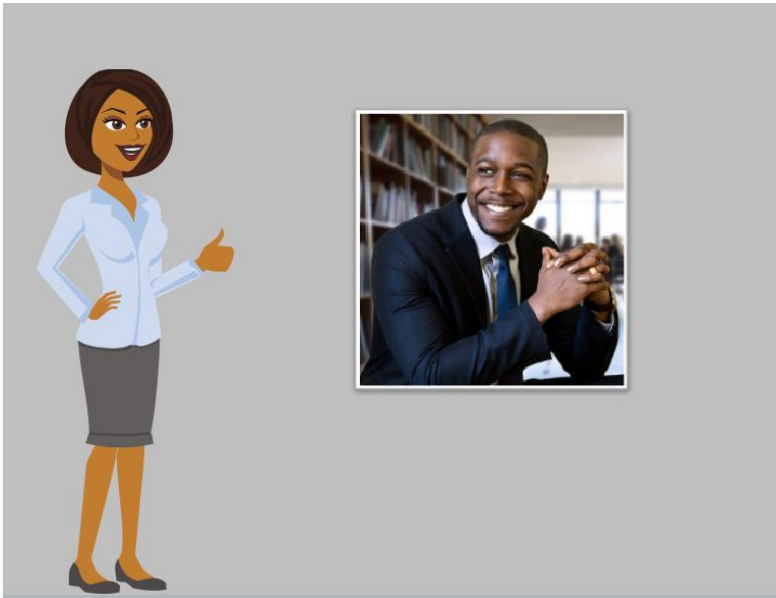
Once Jack has gathered all his information, he is ready to begin filling out the application.