

Tips & Tricks

FOR SUBMITTING A JOB APPLICATION



We're Here to Help!



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BE COMPLETE

We screen for qualifications based on the information provided on your application, not on your resume. Please make sure all relevant experience is listed within the body of your application.

BE DETAILED

Connect your professional experiences to the job's knowledge, skills and abilities. Share your work history and how it relates to the minimum qualifications of the position.

UPDATE YOUR APPLICATION

Take the time to review and update your application each time you apply for a new position. Ensure that your employment dates are correct and that any relevant skills or experiences are listed.

ATTACH SUPPORTING DOCUMENTS

Attach any required supporting documentation listed in the Minimum Qualifications. Not submitting that typing certificate or proof of education could be the reason you are disqualified!

DESIRABLE QUALIFICATIONS MATTER

If there are desirable qualifications listed, they may influence the screening process. Detail how you meet both minimum qualifications and desirable qualifications in the duties section of your application.



**STANISLAUS
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Take Your Place.

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