

Application Check Sheet

Cascade Career Services

- Developed list of past employers, internships and volunteer sites
- Researched employment dates, addresses, phone numbers, supervisor names and pay
- List or copies of certifications, licenses and the numbers including your driver's license and expiration dates
- Current list of references and their contact information
- Job summary write ups
- Names and dates of schools, degrees and apprenticeships
- Military service dates and information
- Special skills or training
- Available start date
- Completed master application

TIPS:

1. If filling out a paper application, keep a second blank copy in case you need it.
2. Follow the instructions to the letter. Some employers want blue ink, others black. Some applications will accept a resume in lieu of filling out the experience section, most will not.
3. If a question or section does not apply to you, write N/A in that section.
4. If you can attach a resume to an electronic application, save it first as a PDF or RTF so it cannot be altered.
5. For online applications save your work frequently. Set a timer so you do not lose your efforts because you were timed out. An online timer is www.egg.timer.com.
6. As part of the application process you may wish to print out a DMV driving record and perform a background check on yourself. The link is listed below.
7. For CJA majors you will need to provide the names of 7-14 references, make sure your references agree to be your reference.

http://www.oregon.gov/OSP/ID/public_records.shtml

DHS Criminal History Check Unit - 503-378-5470