

# KEYS TO COMPLETING THE STATE OF NEW HAMPSHIRE APPLICATION FOR EMPLOYMENT FORM

If you are unable to submit your job application using the NH Career Opportunities job board, Job Application Forms are available in paper form or on our website. You may submit your completed application via US Mail, hand delivered, email or fax. Agency Contact information may be found at <http://das.nh.gov/jobsearch/contactus.aspx>.

All qualifying education and experience must be illustrated on your application.

- **CAREFULLY READ THE JOB ANNOUNCEMENT.** Job announcements contain special instructions and/or requirements, including minimum qualifications and supporting documents that may be required, such as transcripts, verification of prior military service, etc. Photocopies of “official documents” will be accepted.
- **ILLUSTRATE HOW YOUR BACKGROUND MEETS THE SPECIFIC REQUIREMENTS.** The application form itself must convey how you meet the minimum qualifications listed in the job announcement. If you require additional space, supplemental pages may be placed inside the application form. Thoroughly explain your qualifying experience in the “**EXPERIENCE - WORK HISTORY**” section including the months and years worked.
- **LIST EACH JOB SEPARATELY.** Do not group jobs together even if they were with the same employer. Include all relevant experience whether it was paid or unpaid.
- **AVOID JARGON OR ACRONYMS.** Convey information in commonly used terms to keep the message clear.
- **COMPLETE ALL SECTIONS OF THE APPLICATION FORM.** Ensure all sections have been completed. Provide an actual number for the “hours worked per week” section. Do not put “*varies*”, as you will not get credit for that job. List jobs that are relevant to the position for which you are applying.
- **MAKE IT LEGIBLE.** Although it is not a requirement that applications are typed, they do need to be legible.
- **SIGN AND DATE THE APPLICATION FORM.** If you are submitting a hardcopy please sign and date the application. Photocopies will be accepted provided the applications reflect original signatures and dates. Applications submitted by email must be signed at time of interview.
- **MAKE A COPY OF YOUR COMPLETED APPLICATION PACKET.** You may want to refer to the copy when preparing an application in the future or in the event that your original packet is lost.
- **SUBMIT YOUR APPLICATION DIRECTLY TO THE AGENCY LISTED IN THE JOB ANNOUNCEMENT.** Applications must be postmarked by the closing date indicated in the announcement. Mail & email addresses may be found at <http://das.nh.gov/jobsearch/contactus.aspx>

Access the NH First Career Opportunities at <http://das.nh.gov/jobsearch/Employment.aspx>.