



INSTRUCTIONS FOR COMPLETING EMPLOYMENT APPLICATION

DID YOU KNOW THAT YOUR APPLICATION FORM IS YOUR FIRST “TEST” WITH SWA?

How you complete your application can assist you in the selection process to determine your qualifications for an interview. The following “TIPS” have been designed to assist you to do your best on your first “performance examination” for Sweetwater Authority.

All interested applicants **must** complete an Authority application in full ... do not leave sections calling for job skills, work experience, salary, etc. blank. If you decide to leave sections blank, this will earn you a score of “0”. We are not permitted to “assume” facts about you from your job title alone. You need to briefly outline/list skills and experiences which relate to the position for which you are competing.

Application may be handwritten or typed.

Application must be dated and signed. Failure to do this will again penalize your application with a score of “0”. Your signature and date tells us that the information you have provided is true and/or accurate to the best of your ability.

Read the job description carefully before you complete the application! Many persons ignore this requirement and later perform very poorly in the oral interview stage because they have no concept or understanding of the job requirements. Also, reading the job announcement will help you to determine if the particular job “fits” your qualifications/background. If not, your chances of being selected for an interview will be extremely poor.

Do not try to use **RESUMES** as a short-cut to completing the job application!! Leaving the application blank with the statement to “see resume” is actually telling personnel that you do not care to follow directions/procedures. This is immediately interpreted as a poor quality work habit. If you run out of space on the application form, complete as much information as possible on the application and then indicate the use of a supplemental sheet or resume to continue listing your skills or experience. Resumes and/or other information do not serve in lieu of an application.

Your application will be screened and if you meet the education, experience and/or licensing requirements as stated in the job description and are considered to be one of the top qualified applicants you will be contacted for an interview and any combination of written, oral and/or a performance examination. If you do not hear from us within a reasonable time, that means you have not been selected for an interview.