

Write it **RIGHT**

ENSURING YOUR APPLICATION
GETS NOTICED



**CITY OF YUMA
HUMAN RESOURCES
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THE IMPORTANCE OF THE JOB APPLICATION

This is your opportunity to tell us about your education, training, and work experience, along with awards and accomplishments received. It is very important to complete all sections thoroughly, as the hiring managers will use that information to determine if you qualify for the position you are applying for.

BEFORE YOU GET STARTED

Before completing your application, we suggest you do the following:

- Review the job description for the position you are applying for. Highlight the information that you have experience in, making sure to include that specific experience on your application.
- Review the pay for the position you are applying for. Our positions are advertised with the entire pay range. Assume the new hire will be paid at the beginning of the range. You can inquire with Human Resources, regarding an opportunity for an increase at hire.
- Gather the information from your current and past places of employment, including business name, address, supervisor, dates of employment, and job duties.
- Gather education information, including name of school, dates, major/minor, units completed, and degree received.
- Gather information on any certifications, licenses or trainings that you have received including type, number, who it was issued by, date issued and expiration date, if applicable.
- Have your resume and references up to date and accessible for any recruitments allowing or requiring them.

COMMON JOB APPLICATION MISTAKES

- Spelling and grammar errors
- Copying and pasting job descriptions as work history
- Leaving gaps in your employment history
- Job duties listed are unclear, vague or misleading
- Incomplete contact information
- Not tailoring the application to fit the job you are applying for
- Not updating or correcting employment dates





THE CITY OF YUMA APPLICATION

1. INFO - GENERAL INFORMATION

Complete this section thoroughly. It includes the following:

- Contact information
- Personal information
- Job preferences
- An objective: List your objective for applying for this position, and/or your interest in the City of Yuma.



2. WORK - WORK EXPERIENCE

Do not rush this section, this is important information to determine your eligibility for the position you are applying for. This section includes:

- Place of employment
- Job title
- Dates of employment – make sure to update employment end dates
- Name of supervisor
- Reason for leaving
- Duties summary – include experience that pertains to the position you are applying for

3. EDUCATION

List high school, college, and trade school information here. The information requested includes:

- Type of education
- School name
- Website
- Dates attended
- Did you graduate
- Major/minor
- Units completed
- Degree Received

4. ADDITIONAL INFORMATION

- Certificates and licenses
 - Type
 - Number
 - Issued by
 - Date issued and date expired
- Skills - when it comes to your personal interests and hobbies, include only those that may be relevant to the job you are applying for.
- Languages – list the languages that you can speak, read and/or write
- References, resume and attachments – not all recruitments allow these to be added.

5. AGENCY WIDE QUESTIONS

Please read them thoroughly, it is important to answer them fully and honestly.

6. SUPPLEMENTAL QUESTIONS

The supplemental questions are job specific and will vary with each recruitment.

TIPS FOR GETTING NOTICED



TAKE YOUR TIME

- Ensure that you have correct spelling, grammar, dates of employment, etc.



SPEAK THE LANGUAGE

- Research the job! Make sure to include your experience as it relates to the job in which you are applying for.



SELL YOURSELF

- Explain your daily job duties, do not copy and paste the job description. Remember, we want to know what your experience is, as it relates to the position.



KEEP IT RELEVANT

- While you may want to include every little bit of experience you have, it's important to grab the employer's attention by putting most emphasis on skills and experience specifically relevant to the position you are applying for.



FOR MORE INFORMATION, OR TO APPLY,
VISIT YUMAAZ.GOV/JOBS
OR SCAN THE QR CODE.

