

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

Applications are reviewed for minimum qualifications once the job announcement has closed. 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, cover letters, etc.
- **ILLUSTRATE HOW YOUR BACKGROUND MEETS THE SPECIFIC REQUIREMENTS.** The application form itself needs to 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.
- **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, *making sure that you include the position title and position number.* Provide an actual number for the “hours worked per week” section. Do not put “varies”, as that does not allow the certification officer to give you the necessary 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.** Your application will not be accepted without an original signature and the current date. Photocopies will be accepted provided the applications reflect original signatures and dates.
- **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 misplaced or misfiled.
- **SUBMIT YOUR APPLICATION TO THE AGENCY LISTED IN THE JOB ANNOUNCEMENT.** Applications must be postmarked by the closing date.

Access the NH Division of Personnel’s job listing at www.admin.state.nh.us/hr The Application for Employment may be downloaded from this site using Adobe Acrobat Reader.