• **BE COMPLETE**: We are only allowed to look at the information provided on your application, not on your resume.

• **DESIRABLES QUALIFICATIONS MATTER**: If these are on the job posting, they will heavily influence the screening process.

• **CHECK YOUR APPLICATION**: Take the time to read and make edits to your old application each time before hitting submit, ensuring that your employment dates are correct and you added any skills that you may have gained.

• **BE DETAILED**: This helps us see that you are qualified for the position. Remember, we can only go off your application, not your resume.

• **ATTACH SUPPORTING DOCUMENTS**: Not submitting that typing certificate or proof of education will get you disqualified!