

Guidelines for Completing Applications Provided by Citadel Community Center

Citadel is a non-profit organization who assists members of our community who need employment.

- Read the application before filling anything out.
- Follow all the directions carefully.
- Print neatly using a black ballpoint pen or fill out on-line.
- Do not use abbreviations (example,
- Stay within the lines of the boxes.
- Use capital letters properly.
- Do not leave any answers blank. (Write N/A if the question doesn't apply)
- Write carefully to avoid mistakes. Do not cross out and avoid using white out.
- Use complete dates, addresses & phone numbers. (Examples, Date- 09/12/2019, Address- 399 Highland Ave. San Bernardino, Ca, 92404, Phone # (909) 555-0031)
- Use the exact name of the position you are applying for.
- Be as flexible as you can when completing the hours and days that you are able to work. List exact days and times: Mon – Fri 4pm to 8pm and Sat & Sun 7am to 7pm.
- When completing the duties or job description section of the application, be specific and list the duties that are transferrable to the job you are applying for. Use all the space provided.
- If the application asks what salary you desire, print “negotiable” or “open”.
- Inform your personal references that you are using them. References should be people who are employed and not related to you.
- Make sure your voicemails and email addresses are professional.
- All information you provide should be accurate and truthful.
- Have everything you need to complete the application with you. (pen, master application and reference information)
- Remember to sign and date the application.
- Be dressed properly when coming to an interview if possible.
- Be polite and greet the person accepting applications.