

Navigating and Completing Forms at Employment Websites and Other Places Online

If necessary: Please take a moment to familiarize yourself with the mouse. Practice moving the arrow around the screen. You will use only the **LEFT mouse button**. To **press** it is to **“click”** it. You can practice filling out an application on our Job Search Computer. Ask a librarian about that. The first thing you might notice when filling out an application on the Internet is that not all questions fit on one screen. To see everything, you have to **“scroll down”** (or **“scroll up”**) – that is, **move down and up the page** to see and answer all of the questions.

Contact Information

Your Name:

Last name:

First name:

Middle Initial:

Your Mailing Address:

“Scroll” by clicking **tiny up or down arrows** on the side of the window...

(magnified)

...or by **“clicking and dragging”** the **scroll bar** down or up.

“Clicking and dragging” means to:

- place the arrow over the scroll bar
- holding the LEFT mouse button down and not letting go as you move the arrow
- release the button when done moving

To answer questions: Carefully place the arrow over each box, **click** the mouse button, then *type*.

Please pay close attention to any directions on the screen at any job website.

Often, in addition to text boxes, you will see tiny buttons where you can select from one or more options.

Technically known as “radio buttons,” these special buttons require you to place the arrow over the option you want and click the left mouse button once.

Job Title:

Hours: Full Time Part Time

Can you work weekends if necessary?

Yes No

Please continue reading on back page.



“Drop Down Menus” and “Checkboxes”

A job application on the Internet can contain a number of “drop down” menus (shown below). At first, these menus only show one option. To see other options, click the **down arrow**.



The image shows a screenshot of a job application form with a light blue background. The question is "What is the earliest date you can begin to work?". Below the question are three drop-down menus: "Month:", "Day:", and "Year:". The "Month:" menu is open, showing a list of months from January to December, with "September" selected and highlighted. The "Day:" menu shows "19" and the "Year:" menu shows "2009". Three arrows point from the text above to the down arrows of each menu.

If a “drop down” menu has many options, you might have to scroll up and down (using the same techniques described on the previous page) to see all the options.

Some options in a job application form require you to check (place a check mark) in a box.

To do so, simply click once in the box. You can “uncheck” the box by clicking on it again:

Unchecked: Please check this box Checked: Please check this box

Some applications are spread across several pages, prompting you to click a button such as

or to continue with your application. Review each page *before continuing!* Only some job websites allow you to go back and correct or add to what you have typed.

Other Things to Consider

- Be sure to have an **e-mail account** already set up, as most online applications require you to have one. If you do not have an e-mail account, Reference offers a free instructional flyer.
- If any part of an application is marked as **REQUIRED**, you must complete that section.
- **Have your information (work history, education, etc.) ready** before beginning any application.
- If you have a **resumé file**, please keep it handy. You might be asked to “upload” (send) the file. See our free Resumés flyer to learn how to create, save, and upload your resumé when necessary.
- When replying to a help wanted ad, take note of the actual **job title** being announced so that you can properly indicate, if asked in the application, which job you are applying for.
- Intend to **complete a job application in one sitting**: most applications online do not allow you to stop and continue at a later time. If using any library computer, please inquire about **time limits**.
- We recommend you wait for our **Job Search Computer** or hour-long Internet computers before attempting to fill out an application online. **Do not use Short Term / Express computers.**
- Use Thrall’s *InterJob Search* guide to locate job search websites. Please inquire at Reference.