



KEY POINTS - Completing Handwritten Applications

When you complete a hand-written application, be sure to:

1. Get two copies if possible.
2. Complete the practice copy first.
3. Complete it in blue or black ink only.
4. Write as neatly as you can. Take your time, don't rush through it.
5. Proofread for spelling errors.
6. Ask someone (i.e. family member, teacher, coach) to look it over after you are finished. It needs to be complete and accurate.
7. Mail it to the place of business, or take it back to the manager within 48 hours if possible.