

# **WHAT YOU SHOULD KNOW ABOUT EXAMINATIONS**

## **TEN MOST COMMON APPLICATION (STD. 678) ERRORS**

- 1. Omitting the social security number.**
- 2. Omitting reasonable accommodation information.**
- 3. Filling out unnecessary information for Questions 8, 9, 10 and 11.**
- 4. Omitting information for question 5 that should be explained in Question 12**
- 5. Forgetting to sign and date application.**
- 6. Omitting information for Question 13.**
- 7. Omitting to and from dates for Question 15.**
- 8. Omitting work history specifics on a resume' for Question 15 may disqualify your application because the type of duties performed and the length of time you performed the duties are critical for qualifying you for an examination.**
- 9. Using a working title for Question 15 rather than a classification title.**
- 10. Submitting unnecessary documents, (e.g., letters of recommendations, evaluations, journals, publications, reports, notes, and payments). These documents are not required unless the bulletin says they need to accompany the application.**