

Ques-13) What is Job application ? And Explain its features and how do you draft job application.

Ans-13) An application for employment is a standard business document that is prepared with questions deemed relevant by employers. It is used to determine the best candidate to fill a specific role within the company. Most companies provide such forms to anyone upon request at which point it becomes the responsibility of the applicant to complete the form and return it to the employer for consideration. The completed and returned document notifies the company of the applicant's availability and desire to be employed as well as their determination can be made as to be the candidate's suitability to the position.

The employment application is not a standardized form, so every company may create its own as long as regulations set by the government are adhered to.

Job application are known to be used by hackers to get employees to open attachments or links or connect with malware. As companies typically have more financial resources than private individuals, they are often a target of cyber extortion.