SAMPLE JOB APPLICATION

***PLEASE NOTE: It is important that you complete all parts of the application.  If your application is incomplete or does not clearly show the experience and/or training required, your application may not be accepted.  If you have no information to enter in a section, please write N/A.***

| **Name and Address** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name (First, MI, Last)  Type here | | | | Social Security Number  Type here (but not your real one for the sample!) | | | |
| Mailing Address  Type here | | | | | | | |
| City, State, and Zip Code  Type here | | | | | | | |
| Telephone  Type here | | | | Alternate Phone  Type here | | | |
| If under 18, please list age  Type here | | | | Email  Type here | | | |
| **Job Type** | | | | | | | |
| **Days/hours available to work** | | | | | | | |
| * I have no   preference | * Mon. | * Tues. | * Wed. | * Thurs. | * Fri. | * Sat. | * Sun. |
| I am seeking a: | | * Full‐time job | | * Part‐time job | | * Full‐ or Part‐time | |
| How many hours can you work weekly?  Type here | | | | Can you work nights?  Type here | | Date available to begin  Type here | |
| **Additional Information** | | | | | | | |
| Have you ever been employed by this organization in the past? | | | | | | * Yes | * No |
| I certify that I am a U.S. citizen, permanent resident, or a foreign national with authorization to work in the United States. | | | | | | * Yes | * No |
| Have you ever been convicted of, or entered a plea of guilty, no contest, or had a withheld judgment to a felony? | | | | | | * Yes | * No |
| If Yes, please explain:  Type here | | | | | | | |
| Do you have a driverʹs license? | | * Yes | * No | Driverʹs license number  Type here (fake # pls) | | Issued in what state?  Type here | |
| Have you had any accidents during the past three years? Type here | | | | | | How many? Type here | |
| Have you had any moving violations during the past three years? Type here | | | | | | How many? Type here | |

| **Education** | | | | | |
| --- | --- | --- | --- | --- | --- |
| School | Location (mailing address) | | Years  Completed | Major | Degree or  Diploma |
| **High School** | | | | | |
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|  |  | |  |  |  |
| **College or Business/Trade School** | | | | | |
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|  |  | |  |  |  |
| **Military** | | | | | |
| Have you ever been in the Armed Forces? | | * Yes | * No | Date entered Type here | |
| Are you now a member of the National Guard? | | * Yes | * No | Discharge date Type here | |
| Specialty Type here | | | | | |

| **Work Experience** | | | |
| --- | --- | --- | --- |
| ***Please list ALL work experience beginning with your most recent job held.  Attach additional sheets if necessary.*** | | | |
| Company Type here | Name of last supervisor Type here | | Hrs/week  Type here |
| Address  Type here | Start Date  Type here | Starting Salary  Type here | |
| City, State, and Zip Code  Type here | End Date | Final Salary | |
| Phone number  Type here | Your last job title  Type here | | |
| Reason for leaving (be specific) Type here | | | |
| List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.  Type here | | | |
| May we contact this employer? | * Yes | * No | |
| Company  Type here | Name of last supervisor  Type here | | Hrs/week  Type here |
| Address  Type here | Start Date  Type here | Starting Salary  Type here | |
| City, State, and Zip Code  Type here | End Date  Type here | Final Salary  Type here | |
| Phone number  Type here | Your last job title  Type here | | |
| Reason for leaving (be specific) Type here | | | |
| List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company. Type here | | | |
| May we contact this employer? | * Yes | * No | |

| **Work Experience (continued)** | | | |
| --- | --- | --- | --- |
| Company  Type here | Name of last supervisor  Type here | | Hrs/week  Type here |
| Address  Type here | Start Date  Type here | Starting Salary  Type here | |
| City, State, and Zip Code  Type here | End Date  Type here | Final Salary  Type here | |
| Phone number  Type here | Your last job title  Type here | | |
| Reason for leaving (be specific)  Type here | | | |
| List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.  Type here | | | |
| May we contact this employer? | * Yes | * No | |
| **References** | | | |
| *Please include name, phone number, and circumstances of your acquaintance.  Exclude relatives and former employers.* | | | |
| 1. Type here | | | |
| 1. Type here | | | |
| 1. Type here | | | |
| 1. Type here | | | |
| ***I certify that all answers and statements on this application are true and complete to the best of my knowledge.  I understand that, should this application contain any false or misleading information, my application may be rejected or my employment with this company terminated.*** | | | |
| Signature | | Date | |