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 NumberType here (but not your real one for the sample!) |
| Mailing AddressType here |
| City, State, and Zip CodeType here |
| TelephoneType here | Alternate PhoneType here |
| If under 18, please list ageType here | EmailType 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 beginType 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 numberType 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** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **College or Business/Trade School** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **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/weekType here |
| AddressType here | Start DateType here | Starting SalaryType here |
| City, State, and Zip CodeType here | End Date | Final Salary |
| Phone numberType here | Your last job titleType 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
 |
| CompanyType here |  Name of last supervisorType here | Hrs/weekType here |
| AddressType here |  Start DateType here |  Starting SalaryType here |
| City, State, and Zip CodeType here |  End DateType here | Final SalaryType here |
| Phone numberType here |  Your last job titleType 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)**  |
| --- |
| CompanyType here |  Name of last supervisorType here | Hrs/weekType here |
| AddressType here |  Start DateType here |  Starting SalaryType here |
| City, State, and Zip CodeType here |  End DateType here |  Final SalaryType here |
| Phone numberType here | Your last job titleType 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 |