

## **HANDOUT #1: SAMPLE JOB APPLICATION**

### **SAMPLE EMPLOYMENT APPLICATION FORM**

Personal Contact Information							
Name (First, MI, Last)				Social Security Number			
Mailing Address							
City, State and Zip Code							
Telephone Number				Alternate Phone			
If under 18, please list age				Email			
Position Information							
Position Applying For:							
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 job	
How many hours can you work weekly?				Can you work nights?		Date available to begin?	
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:							
Do you have a Driver's license?				• Yes      • No		Driver's License Number	
						State issued	
Have you had any accidents in the past three years?						How many?	
Have you had any moving violations in the past three years?						How many?	

Education & Training Information				
School Name	Location (mailing address)	Years Completed	Major	Degree or Diploma
High School				
College				
Business, Training, Trade School, etc.				
Military				
Have you ever been in the Armed Forces?	• Yes	• No	Date Entered	
Are you now a member of the National Guard?	• Yes	• No	Discharge Date	
Specialty				
Work Experience				
<i>List ALL work experience beginning with the most recent job held. Attach additional sheet if needed.</i>				
Company Name	Supervisor's Name		Hrs./Week	
Address	Start Date	Starting Salary		
City, State and Zip Code	End Date	Final Salary		
Phone Number	Last Job Title			
Reason for leaving (be specific)				
List the jobs you held, duties performed, skills used or learned, advancements or promotions.				
May we contact this employer? • Yes • No				

Work Experience Continued		
Company Name	Supervisor's Name	Hrs./Week
Address	Start Date	Starting Salary
City, State and Zip Code	End Date	Final Salary
Phone Number	Last Job Title	
Reason for leaving (be specific)		
List the jobs you held, duties performed, skills used or learned, advancements or promotions.		
May we contact this employer?      • Yes      • No		
Company Name	Supervisor's Name	Hrs./Week
Address	Start Date	Starting Salary
City, State and Zip Code	End Date	Final Salary
Phone Number	Last Job Title	
Reason for leaving (be specific)		
List the jobs you held, duties performed, skills used or learned, advancements or promotions.		
May we contact this employer?      • Yes      • No		
Special Skills		
<i>List any special skills, training or certifications that relate to the position you are applying for.</i>		

References		
<i>List at least three professional references.</i>		
Name & Title	Phone Number	Relationship
Personal Statement		
<p><i>Write a brief statement on why you are the best qualified candidate for the position. Also include any other additional information in support of your application.</i></p>		
Applicant Acknowledgement		
<p>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.</p>		
Applicant Signature		Date