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.

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| **Name and Address** |
| Name (First, MI, Last) | Social Security Number |
| Mailing Address |
| City, State, and Zip Code |
| Telephone | Alternate Phone |
| If under 18, please list age | Email |
| **Job Type** |
| **Days/hours available to work** |
| D I have no preference. | D Mon. | D Tues. | D Wed. | D Thurs. | D Fri. | D Sat. | D Sun. |
| I am seeking a: | D Full‐time job | D Part‐time job | D Full‐ or Part‐time |
| 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? | D Yes | D No |
| I certify that I am a U.S. citizen, permanent resident, or a foreign national with authorization to work in the United States. | D Yes | D No |
| Have you ever been convicted of, or entered a plea of guilty, no contest, or had a withheld judgment to a felony? | D Yes | D No |
| If Yes, please explain: |
| Do you have a driverʹs license? D Yes D No | Driverʹs license number | Issued in what state? |
| Have you had any accidents during the past three years? | How many? |
| Have you had any moving violations during the past three years? | How many? |

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| **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 even been in the Armed Forces? | D Yes | D No | Date entered |
| Are you now a member of the National Guard? | D Yes | D No | Discharge date |
| Specialty |

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

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| **Work Experience (continued)** |
| Company | Name of last supervisor | Hrs/week |
| Address | Start Date | Starting Salary |
| City, State, and Zip Code | End Date | Final Salary |
| Phone number | Your last job title |
| Reason for leaving (be specific) |
| List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company. |
| May we contact this employer? D Yes D No |
| **References** |
| *Please include name, phone number, and circumstances of your acquaintance. Exclude relatives and former employers.* |
| 1. |
| 2. |
| 3. |
| 4. |
| ***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 |