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) | | | | 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? | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Education** | | | | | |
| School | Location (mailing address) | | Years Completed | Major | Degree or Diploma |
| **High School** | | | | | |
|  |  | |  |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |
| **College or Business/Trade School** | | | | | |
|  |  | |  |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |
| **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 | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **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 | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **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 | |