

Sample Application

When applying for a job you will need to fill out an employment application. Not all employers use a standard application. Some employers customize their applications to collect specific information from their applicants. This sample application has been made up from a combination of applications. This Should be used as a reference tool only. Print and complete this sample application. Carry your completed sample application information with you when applying for a job. It can be hard to remember times, dates, and telephone numbers. keep this information with you, use it as a quick reference guide. The sooner your application is submitted to an employer the sooner you can be interviewed. **DO NOT TAKE YOUR APPLICATIONS HOME TO FILL OUT.** They can be tattered, torn or even lost. Be ready, willing and able to work, fill your applications out immediately and return them to your potential employer.

Full Name:

Address: _____ City: _____ State: _____ Zip: _____

Phone: (_____) _____ Mobile/Pager/Other: _____ E-mail: _____

Date Available to Start: _____ Social Security #: _____ - - Salary Requirement: _____

If you are under 18 and we require a work permit, can you furnish one? Yes No

If no, please explain: _____

Have you ever worked for this company? Yes No If yes, when? _____

Are you a citizen of the United States? Yes No

If not, are you legally allowed to work in the United States? Yes No

Type of employment desired: Full-Time Part-Time Temporary Seasonal

Have you ever pleaded "guilty," "no contest," or been convicted of a crime? Yes No

If yes, give dates and details: _____

Answering "yes" to these questions does not constitute an automatic rejection for employment. Date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be considered.

Driver's license number if applicable to position: _____ State: _____

Have you any friends/relatives in our employ? Yes No Name(s) _____

Military Experience/Branch: _____

From: _____ To: _____ Total No. of Years _____

Summarize Skills/Qualifications Acquired from Employment/Experience: _____

PREVIOUS EMPLOYMENT (begin with most recent position):

Dates of Employment: From ___/___/___ To ___/___/___ Position(s) Held: _____

Firm: _____ Address: _____

Phone: () _____ Supervisor: _____ Title: _____

Responsibilities: _____

Starting Salary and Title: _____ Ending Salary and Title: _____

Reason for Leaving: _____

May we contact this employer for a reference? Yes No

Dates of Employment: From ___/___/___ To ___/___/___ Position(s) Held: _____

Firm: _____ Address: _____

Phone: () _____ Supervisor: _____ Title: _____

Responsibilities: _____

Starting Salary and Title: _____ Ending Salary and Title: _____

Reason for Leaving: _____

May we contact this employer for a reference? Yes No

Dates of Employment: From ___/___/___ To ___/___/___ Position(s) Held: _____

Firm: _____ Address: _____

Phone: () _____ Supervisor: _____ Title: _____

Responsibilities: _____

Starting Salary and Title: _____ Ending Salary and Title: _____

Reason for Leaving: _____

May we contact this employer for a reference? Yes No

EDUCATIONAL HISTORY:

SCHOOLS	Name and Location	No. of Years	Course of Study	Graduation Degree/Diploma
Grammar				
High School				
Night School				
Trade or Business				
College or University				

State trade licenses or teaching certificates held (not required): _____

REFERENCES: (Give at least three names of persons who are familiar with your work performance.)

	Complete Mailing Address	Phone Number
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____

This space is provided for any additional information/comments you may desire to submit:

AFFIRMATIVE ACTION SURVEY - OPTIONAL INFORMATION: The following questions are strictly optional, and are asked for Affirmative Action purposes only. The information requested is not used as part of the hiring process, and will remain confidential. Applicants will in no way be penalized for electing not to provide the information.

Minority Status: Black American Hispanic Asian or Pacific Islander American Indian

Other (Explain) _____

Disabled Veteran Male Female Age _____

Qualified Handicapped _____

I certify that my answers are true and complete to the best of my knowledge. I authorize you to make such investigations and inquiries of my personal, employment, educational, financial and other related matters as may be necessary for an employment decision. I hereby release employers, schools or individuals from all liability when responding to inquiries in connection with my application.

In the event I am employed, I understand that false or misleading information given in my application or interview(s) may result in discharge.

Signature of Applicant: _____ Date: _____

NOT an employment application. This material is intended for reference use only.