

SAMPLE JOB APPLICATION

The following sample job application will give you a good idea of what to expect as you apply for a job. It also contains the type of information that you should have prepared prior to beginning any job application, whether you apply online or in-person.

APPLICANT INFORMATION

Your Full Legal Name	
Do you have a nickname?	
Your Address	
City/State/Zip Code	
Home Telephone	
Cell Phone	
E-mail Address	
Are you 18 years of age or older?	
Are you a United States Citizen?	
Are you legally eligible for employment within the United States?	
Have you served in the United States Armed Forces?	
If yes, provide dates.	
Branch	
Highest Rank	
Duties and Skills	
Are you a current member of the National Guard or Reserves?	
If yes, provide your Rank	
Duties and Skills	
Have you ever been convicted of a felony?	
If yes, please explain.	Note: You don't want the details of any conviction stored in an employer's computer files or databases. In the space where you are asked to provide details, simply write, "Will explain during interview" or "Please see me." During the interview, you can explain what happened (and how you have learned and grown since then).

EMPLOYMENT DESIRED

Which position are you seeking?															
Hourly wage or salary desired?	Note: Don't give a salary on the application. You may price yourself out of the job if your number is too large or you may look desperate if you're asking too little. Instead, just write, "Standard wage" or put the salary listed in the position description if you must fill in a number.														
What type of work are you seeking? (Circle one)	<table style="width: 100%; border: none;"> <tr> <td style="width: 25%; text-align: center;">Full-time</td> <td style="width: 25%; text-align: center;">Part-time</td> <td style="width: 25%; text-align: center;">Seasonal</td> <td style="width: 25%; text-align: center;">Temporary</td> </tr> </table>	Full-time	Part-time	Seasonal	Temporary										
Full-time	Part-time	Seasonal	Temporary												
Days and Hours Available:	<table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">_____ Monday</td> <td style="width: 70%;">Hours Available: _____ to _____</td> </tr> <tr> <td>_____ Tuesday</td> <td>Hours Available: _____ to _____</td> </tr> <tr> <td>_____ Wednesday</td> <td>Hours Available: _____ to _____</td> </tr> <tr> <td>_____ Thursday</td> <td>Hours Available: _____ to _____</td> </tr> <tr> <td>_____ Friday</td> <td>Hours Available: _____ to _____</td> </tr> <tr> <td>_____ Saturday</td> <td>Hours Available: _____ to _____</td> </tr> <tr> <td>_____ Sunday</td> <td>Hours Available: _____ to _____</td> </tr> </table>	_____ Monday	Hours Available: _____ to _____	_____ Tuesday	Hours Available: _____ to _____	_____ Wednesday	Hours Available: _____ to _____	_____ Thursday	Hours Available: _____ to _____	_____ Friday	Hours Available: _____ to _____	_____ Saturday	Hours Available: _____ to _____	_____ Sunday	Hours Available: _____ to _____
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_____ Friday	Hours Available: _____ to _____														
_____ Saturday	Hours Available: _____ to _____														
_____ Sunday	Hours Available: _____ to _____														
Are you available to work holidays?															
Are you available for overtime?															
When will you be available to begin work?															
If hired, will you have reliable transportation to and from work?															
Have you ever been employed with us in the past?															
If yes, what was your job title and department?															
Supervisor's Name and Phone Number															
Location of Employment															
Dates of Employment															
Reason for Leaving															
Do you have a friend or relative that is employed by us?															
If yes, what is their name?	If yes, call your friend or relative and ask if you can put their name on the application. Also, ask if they would put in a good word for you.														
Job Title and Department															
Location of Employment															
Phone Number															

EDUCATION

Name of High School or Vocational School attended	
Address	
City/State/Zip Code	
Dates of Attendance	
Highest Grade Completed	
Grade Point Average (GPA)	
Do you have a Diploma or GED?	_____ H.S. Diploma _____ GED
Program or Specialty	
Activities (Sports, Groups, Clubs)	
Honors or Awards	
Name of College or University Attended	
Address	
City/State/Zip Code	
Dates of Attendance	
Grade Point Average (GPA)	
Degree or Certificate Attained	
Major or Specialty	
Activities (Sports, Clubs, Groups)	
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Dates of Attendance	
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EMPLOYMENT HISTORY

With your employment history, start with your most recent work and then go backwards from there to end with your very first job (or with about 7 to 10 years of work history). If you don't have this much work history, that is okay! If your work history is sparse, include more informal jobs like lawn care, coaching, volunteering, self-employment, and freelance work.

Name of Most Recent Employer	
Address	
City/State/Zip Code	
Dates of Employment	
Hours Worked per Week	
Your Salary	\$ _____ per _____ (hour, week, month, year, etc)
Your Job Title	
Your Primary Job Duties	
What skills did you develop while working this job?	
Your Accomplishments	
Supervisor's Name	
Supervisor's Phone Number	
Supervisor's E-mail Address	
May we contact him or her?	
Reason for Leaving	
Name of Next Most Recent Employer	
Address	
City/State/Zip Code	
Dates of Employment	
Hours Worked per Week	
Your Salary	\$ _____ per _____ (hour, week, month, year, etc)
Your Job Title	
Your Primary Job Duties	
What skills did you develop while working this job?	
Your Accomplishments	
Supervisor's Name	

Supervisor's Phone Number	
Supervisor's E-mail Address	
May we contact him or her?	
Reason for Leaving	
Name of Next Most Recent Employer	
Address	
City/State/Zip Code	
Dates of Employment	
Hours Worked per Week	
Your Salary	\$ _____ per _____ (hour, week, month, year, etc)
Your Job Title	
Your Primary Job Duties	
What skills did you develop while working this job?	
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Supervisor's Name	
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Address	
City/State/Zip Code	
Dates of Employment	
Hours Worked per Week	
Your Salary	\$ _____ per _____ (hour, week, month, year, etc)
Your Job Title	
Your Primary Job Duties	
What skills did you develop while working this job?	
Your Accomplishments	
Supervisor's Name	

Supervisor's Phone Number	
Supervisor's E-mail Address	
May we contact him or her?	
Reason for Leaving	
Explain any gaps in your employment.	If you have any gaps between jobs, explain the gaps here. You do not need to provide a lot of details, just the quick reasons.

ADDITIONAL INFORMATION

Do you speak any other languages?	
Do you have any other qualifications or certifications?	
Do you hold any professional licenses or certifications?	
What are your special skills?	
Any other information that would be helpful when considering your application?	

REFERENCES

A reference is someone who can testify to your character and abilities. Employers, coaches, teachers, volunteer leaders, coworkers, mentors, clergy, etc.

Before you offer anyone's name as a reference, make sure you have that person's permission.

Person's Name	
Address	
Telephone Number	
How do you know this person?	
Years Known	
Person's Name	
Address	
Telephone Number	
How do you know this person?	
Years Known	
Person's Name	
Address	
Telephone Number	
How do you know this person?	
Years Known	