

NAME: \_\_\_\_\_ CLASS PERIOD: \_\_\_\_\_

## Sample Job Application

Below is a typical job application. Examine it to see how easy it would be for you to complete the application today. Answer the questions found after the form.

<b>JOB APPLICATION</b>			
Today's date _____			
<b>PERSONAL INFORMATION</b> <i>(please print clearly)</i>			
Name _____	Tel. # ( ) _____		
Last	First	Middle	Area Code
Email address _____			
Address _____			
		City	State
		Zip	
Date of birth _____		Social Security No. _____	
Are you employed now? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, where? _____			
In case of emergency notify:			
Name _____		Tel. # ( ) _____	
Last	First	Middle	Area Code
Address _____			
		City	State
		Zip	
<b>AVAILABILITY</b>			
Are you legally able to be employed in the U.S. ? <input type="checkbox"/> Yes <input type="checkbox"/> No			
What type of position are you seeking? <input type="checkbox"/> Part-time <input type="checkbox"/> Full-time			
<b>M T W T F S S</b>			
Hours	From _____		
Available	To _____		
How will you get to work? _____			
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**EDUCATION**

School name and location \_\_\_\_\_

Total # years attended \_\_\_\_\_ Did you graduate? \_\_\_\_\_ GPA \_\_\_\_\_

Degree, major or total hours \_\_\_\_\_

High school \_\_\_\_\_  Yes  NoTrade or business school \_\_\_\_\_  Yes  NoCollege/university \_\_\_\_\_  Yes  No**EMPLOYMENT HISTORY****1.** Company \_\_\_\_\_Address \_\_\_\_\_ Tel. # ( ) \_\_\_\_\_  
City State Zip

Position \_\_\_\_\_ Supervisor \_\_\_\_\_

Dates worked from \_\_\_\_\_ To \_\_\_\_\_

Wage \_\_\_\_\_ Reason for leaving \_\_\_\_\_

**2.** Company \_\_\_\_\_Address \_\_\_\_\_ Tel. # ( ) \_\_\_\_\_  
City State Zip

Position \_\_\_\_\_ Supervisor \_\_\_\_\_

Dates worked from \_\_\_\_\_ To \_\_\_\_\_

Wage \_\_\_\_\_ Reason for leaving \_\_\_\_\_

**SKILLS** (Complete if applying for clerical, secretarial or data processing position.)Keyboarding  Yes \_\_\_ WPM  No Word processing  Yes \_\_\_ WPM  NoSpreadsheets  Yes  No Data entry  Yes  NoDesktop publishing  Yes  No Internet experience  Yes  No

Word processing software (specify)

\_\_\_\_\_  
Spreadsheet Software (specify)

\_\_\_\_\_

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