

Sample Job Application

1. **Position Applied For:** _____

2. **Social Security No.:** _____

3. **Full legal Name:** _____

Last Name First Middle
() Business Phone ()

4. **Home Phone:** _____

5. **Street Address:** _____

City State Zip

6. **E-mail Address:** _____

7. Education:

7a. Highest school grade completed: 1 2 3 4 5 6 7 8 9 10 11 12

7b. Do you have a high school equivalency diploma: Yes No

7c. Number of years of post high school education: 1 2 3 4

8. **Name and Location of Educational Institution:** Degree Received Major / Specialty Dates Attended

8a. _____

8b. _____

8c. _____

9. If you plan to complete an educational program in the future, then indicate the degree or program to be completed

9a. Completion Date: _____

10. **Work Experience:** Start with the most recent work experience. Describe all traditional, military and voluntary work experience. Describe your knowledge, skills and abilities that demonstrate your qualifications for the position for which you are applying.

10a. Job Title _____

Employer Name _____

Employer Address _____

_____ Phone _____

Job Duties:

Supervisor / Manager _____

Title _____

Final Salary _____

Dates (Month/ Year) _____ To _____

Hours/week _____

Reason for leaving

10b. Job Title _____

Employer Name _____

Employer Address _____

_____ Phone _____

Job Duties:

Supervisor / Manager _____

Title _____

Final Salary _____

Dates (Month/ Year) _____ To _____

Hours / Week _____

Reason for leaving

11. **Job Skills:** Use the following space to provide any additional information that you think would be helpful in our evaluation of your job application. This can include specialized training, seminars, workshops, accreditations, special achievements or valuable skills:

12. **Licenses Held:** (including drivers) or certifications to practice a trade or profession.

Type	License Number	Granted by (licensing board)

13. **References:**

List the full name, address, phone number and relationships of up to three persons that you'd like to use as a reference:

Full Name	Address	Phone Number	Relationship

14. **Miscellaneous Information:**

14a. Which shifts are you willing to accept: Day Evening Night Rotating Weekends Specify shift hours _____

14b. Which job status are you willing to accept: Full-time Part-time (specify) _____

14c. Are you willing to travel: No Yes

14d. Please indicate your geographic preferences: _____

15. **Compliance** with the Immigration Reform and Control Act requires Yes No. that you are you legally eligible for employment in the United States?

Please note that under the Immigration Reform and Control Act of 1986, that you may be required to fill out a certification verifying that you are eligible to be employed and verifying your identity. You may also be will be required to provide documentation that you should you be employed.

16. **Veteran Status:** Are you a veteran who received an honorable discharge and has:

1. Provided more than 180 consecutive days of full time active duty in the armed forces of the United States or reserve components, including more than the National Guard?, or

2. Have a military service disability rating fixed by the United States Veterans Affairs?

Yes No. If yes, did you serve during the Vietnam Conflict (2/28/61-3/7/75)? Yes No

17. **Prior Convictions:**

17a. Have you ever been convicted of any violation of law, including moving traffic violations: Yes No

If yes, then please provide the following:

Describe the Offense :

Statute / Ordinance (if known): _____ Date of Charge: _____ ; Date of Conviction

County, City, and State of Conviction: _____

18. **Work Start Date:** When will you be available to start work? If you are available as soon as you given two weeks notice, then no dates are necessary.

____ Month ____ Day _____ Year

19. **Job Application Certification:**

I hereby certify that all entries on this job application and any attachments are true and complete. I also agree and understand that any falsification this information may result in my forfeiture of employment.

I understand that all information on this job application is subject to verification and I consent to criminal history and background checks. I also agree that you may contact references and educational institutions listed on this application

Dated _____ Job Applicant Signature _____