



PREPARE FOR COLLEGE

Preparing for a College Tour

One of the most critical parts of applying for any job is completing the job application. You will find here a sample for your review and practice. It is important to gather all of the necessary information and documents in advance of applying for and completing your application. Remember, you must provide accurate information to your future employer. Be honest and complete in your answers.

Download Sample Job Application (PDF)

Many employers require all applicants, regardless of the job they apply for, to complete a job application form. This way the employer will have consistent data on file for all prospective applicants.

Print legibly and practice filling out this job application form. Use it as a guide when completing applications for employment.



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Job Application Form

Instructions: Print clearly in black or blue ink. Answer all questions. Sign and date the form.

PERSONAL INFORMATION:

First Name _____

Middle Name _____

Last Name _____

Street Address

City, State, Zip Code

Phone Number

(____) _____

Are you eligible to work in the United States?

Yes _____ No _____

If you are under age 18, do you have an employment/age certificate?

Yes ____ No ____

Have you been convicted of or pleaded no contest to a felony within the last five years?

Yes _____ No _____

If yes, please explain: _____

POSITION/AVAILABILITY:

Position Applied For



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Days/Hours Available

- Monday _____
- Tuesday _____
- Wednesday _____
- Thursday _____
- Friday _____
- Saturday _____
- Sunday _____

Hours Available: from _____ to _____

What date are you available to start work?

EDUCATION:

Name and Address Of School - Degree/Diploma - Graduation Date

Skills and Qualifications: Licenses, Skills, Training, Awards

EMPLOYMENT HISTORY:

Present Or Last Position:

Employer: _____

Address: _____

Supervisor: _____

Phone: _____

Email: _____



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Position Title: _____

From: _____ To: _____

Responsibilities:

Salary: _____

Reason for Leaving: _____

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Previous Position:

Employer: _____

Address: _____

Supervisor: _____

Phone: _____

Email: _____

Position Title: _____

From: _____ To: _____

Responsibilities:

Salary: _____

Reason for Leaving: _____

May We Contact Your Present Employer?

Yes _____ No _____



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References:

Name/Title Address Phone

I certify that information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above.

Signature _____

Date _____