



Job Application Samples

#1

Personal Information

Social Security Number (SSN):		Job Application Date:	
Name (Last Name, First Name):		Middle:	
Street Address:			
City, State, Zip Code:			
Home Phone: ()		Mobile Phone ()	
Emergency Contact:	Phone: ()	Mobile ()	Relationship

Desired Position

Title:	Availability (Hours & Days)	<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time
Estimated Wages:		Start Date:	
Are you willing to work an unusual schedule? When are you available?			

Previous Employment

Company	Length of Employment	Job Title	Duties	Reason for Leaving

#2

Personal Information

Name:		Social Security #:	
Present Address:			
Permanent Address:			
Phone:	Mobile:	Email:	
Contact:	Phone:	Email:	Relation:

Education

School:	Degree (GED, BA, MA, etc.):	Years Attended:	Graduated: Yes or No?	Year Graduated:
High School:				
College:				
Graduate:				

Interests

Why did you apply for this job?
Are you willing to relocate? Why or why not?
Hobbies?

References

List at least three professional references—Name, Address, Phone (Business and/or Mobile)

Please Attach Your Résumé

Vocabulary

1. **Social Security Number, or SSN (phrase)**—8-digit ID number, officially assigned to each citizen, by the US government
2. **Full-time/Part-Time (Adj.)**—Job type when you work about 40 hours per week/about 20-30 hours per week
3. **Estimated Wages (phrase)**—Amount of money that you hope to earn (weekly, monthly, or yearly)
4. **Willing (Adj.)**—Agreeable, okay, no problem
5. **Unusual (Adj.)**—Different, odd (e.g., unusual work schedule, unusual work hours)
6. **Duty (Noun)**—Job task, responsibility
7. **Permanent (Adj.)**—Lasting, stable
8. **Attend (Verb)**—Go to, be present
9. **Graduate (Verb)**—Finish going to school
10. **Relocate (Verb)**—Move to another location
11. **Reference (Noun)**—Person(s) who will recommend you for a job
12. **Résumé (Noun)** –A personal list of previous jobs and work experiences

Pre-teach vocabulary:

1. **Discuss jobs.** Ask them what kind of jobs they have had and what kind of job they would like now.
2. **List, define and discuss highlighted words**
3. **Use form to provide comprehensible contextual and usage clues for each student**
 - a. **Describe your own experience filling out a job application (*optional*)**
4. ***If applicable* to student's language proficiency level, discuss the differences between the two job applications**
 - a. **Why is one job application longer than the other?**

- b. What about the different questions? Are they harder, easier, or is there no difference in difficulty?**
- c. What about questions they have seen/heard but did not understand fully?**