

# FS-Sample Job Application

**\*\*For helpful tips on how to complete this application, go to the end of this document.**

## Positions available:

1. **Pediatrician Intern (shadow doctor, handle minor tasks associate with patients)**
2. **Law Clerk Intern (Shadow law clerk, handle minor tasks for Judge)**
3. **Auto Body Mechanic Intern (Shadow mechanic, handle minor tasks for Auto Mechanic)**
4. **Theatre Producer Intern (Shadows producer, handles minor tasks for producing a play)**
5. **Fashion Designer Intern (Shadows fashion designer, handles minor tasks in fashion design)**

1. **Position Applied For:** (see #1-5 above) \_\_\_\_\_

2. **Social Security No.:** \_\_\_\_\_

3. **Full legal Name:** \_\_\_\_\_

Last Name	First	Middle
( )	Business Phone	( )

4. **Home Phone:** \_\_\_\_\_

5. **Street Address:** \_\_\_\_\_

6. **E-mail Address:** \_\_\_\_\_

City	State	Zip
------	-------	-----

## 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

\*\*Helpful Tips for completing this job app:

- 1) Print neatly – no scratch outs
- 2) Use phony address, number, personal ID
- 3) Write full name of school, city and state
- 4) Use real jobs you have held, if you've never had a job then write N/A (not applicable)
- 5) Write down skills you have that relate to the position you are applying for
- 6) Summarize job duties
- 7) You must write 3 references, if you don't have (3), then ask someone to be a reference (teacher, coach, career person you know)
- 8) When asking someone to be a reference for you, you must present them with a 1-para typed request explaining your need & skills
- 9) Choose a part time shift that you can actually work if you were seeking a job
- 10) Conviction means "found guilty in a court of law and charged for the offense"

