

Sample Completed Employment Application

Sample Company is an equal opportunity employer and fully subscribes to the principles of equal employment. All applicants and employees are considered for hire and promotion without regard to race, color, religion, gender, national origin, age, handicap or status as a veteran.

Directions: Complete all questions. Print or type responses. If unable to complete a response in the space provided, complete your answer in the space provided in item 30 on page 4.

1. Kind of position or job for which you are applying (give the job title or job announcement number) <i>Customer Service Representative</i>	
2. Other positions for which you would like to be considered <i>Loan Officer or New Account Representative</i>	
3. Name (Last, First, Middle) <i>Simmons, Susan J.</i>	
4. Street address (No P.O. Box Numbers) <i>127 Blackrock Drive</i>	5. Apartment number <i>#105</i>
6. City <i>Anytown</i>	7. State <i>Virginia</i> 8. Zip <i>99999</i>
9. If mailing address is different, provide address <i>P.O. Box 199, Anytown, VA 99999</i>	10. E-mail address <i>Susan123@aol.com</i>
11. Telephone number <i>(999) 555-0010</i>	12. Cell phone number <i>(999) 555-9919</i>
13. Have you ever been employed by this company? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, provide dates of employment: From: Month _____ Yr _____ to Month _____ Yr _____	
14. What starting salary would be acceptable to you? Per hour <i>Negotiable</i> _____ Per month _____	
15. When would be the earliest date that you would be available to start work? Month <i>March</i> _____ Day <i>1st</i> _____ Year <i>2009</i> _____	
16. Are you available for:	17. Would you consider temporary work of:
Part-time work Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Less than 3 months Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
To relocate Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	3 - 6 months Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Overnight travel Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	9 - 12 months Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
18. Hours preferred: No preference <input type="checkbox"/> or Start work at <i>8 a.m.</i> _____ (enter time of day). Days of the week: No preference <input checked="" type="checkbox"/> or Circle the days of the week that you prefer to work: Sun Mon Tues Wed Thur Fri Sat	
19. Military experience: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, list branch of service: _____ Dates of active duty: From _____ to _____ Primary duties _____ _____	

Workforce Connection Centers

Citrus County - 1103 E. Inverness Blvd., Inverness, FL 34452 | 352-637-2223

Levy County - 109 N.W. 3rd Ave., Chiefland, FL 32626 | 352-493-6813

Marion County - 2703 N.E. 14th St., Ocala, FL 34470 | 352-840-5700

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20. Experience. Begin with current or most recent job. List each job separately even though it may have been with the same employer. Account for all jobs during the past ten years. Use additional sheets, if necessary.		
Name of employer Henry Construction		Immediate supervisor John Henry
Address of employer 916 Main Street		Telephone number (999) 555-6565
City Anytown	State Virginia	Zip code 99999
Type of business Home Remodeling		Your job title Secretary/ Bookkeeper
Dates of employment From Month September Yr 2006 to Month Present Yr _____		
Reason for leaving: Employer retiring		
Salary range: Beginning wage \$ 14.50 per hour Ending wage \$ 18.50 per hour		
Duties (be specific): Answer telephone. Schedule appointments. General correspondence. Keep company books using computer. Make bank deposits.		
Special training that you received: One week course at Community College on Accounting software.		
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Name of employer Home Town National Bank		Immediate supervisor Bill Smith
Address of employer 19 South Street		Telephone number (999) 555-1000
City Anytown	State Virginia	Zip code 99999
Type of business Full service bank		Your job title Teller
Dates of employment From Month June Yr 2002 to Month September Yr 2005		
Reason for leaving: Return to school to complete Associate Degree		
Salary range: Beginning wage \$ 9.50 per hour Ending wage \$ 13.00 per hour		
Duties (be specific): Served customers. Maintained record of transactions. Counted money. Responsible for ATM. Assisted loan officer.		
Special training that you received: Course on how to service the ATM. Customer service class.		
<hr/>		
Name of employer Yourtown Department Store		Immediate supervisor Mary Jones
Address of employer 2695 North Main Street		Telephone number (999) 555-2005
City Anytown	State Virginia	Zip code 99999
Type of business Department Store		Your job title Sales Clerk
Dates of employment From Month July Yr 1996 to Month June Yr 2000		
Reason for leaving: To care for newborn child.		
Salary range: Beginning wage \$ 6.50 per hour Ending wage \$ 8.50 per hour		
Duties (be specific): Waited on customers. Stocked shelves. Labeled clothes. Operated cash register. Processed credit cards. Accepted returns.		
Special training that you received: In store training on cash register.		

21. Explain all gaps in your employment that were 3 months or greater:

From: Month June Yr 2000 to Month June Yr 2002 Reason See #30

From: Month Sept Yr 2005 to Month Sept Yr 2006 Reason Full-time school

From: Month _____ Yr _____ to Month _____ Yr _____ Reason _____

22. List special qualifications and skills that you have. **Knowledgeable of several computer accounting programs. Proficient with computer applications like Excel, Word and Dreamweaver.**

23. List professional association memberships. **None**

24. List licenses or certifications (list state and expiration date, if applicable).
Virginia Driver's License - Expires April, 2009.

25. If currently employed, may we contact your employer and/or supervisor?
 Yes No

26. Education:
Indicate highest level of education. Associate Degree
List, beginning with high school, all schools attended. Indicate city and state of school, degree (if any) and major subject

<u>School name</u>	<u>City and State</u>	<u>Degree</u>	<u>Major Subject</u>
<u>Anytown High School</u>	<u>Anytown, VA</u>	<u>Diploma</u>	<u>Business</u>
<u>State Community College</u>	<u>Southville, VA</u>	<u>A.A.</u>	<u>Business</u>
_____	_____	_____	_____
_____	_____	_____	_____

Other training. Describe any other formal or informal training received in the past ten years. Provide dates of attendance, course length, location and certificate received.
One week course, "Using the Smith Accounting System"

27. List honors, awards, etc., received. **President of Business Club in high school.**

28. References: List three persons not related to you who are able to verify the information provided in this application. Do not list supervisors mentioned above.

<u>Name</u>	<u>Mailing Address</u>	<u>Telephone Number</u>
<u>Mary Samuel</u>	<u>P.O. Box 19</u> Street Address <u>North, VA 99998</u> City, State and Zip	<u>(999) 555-2626</u>
<u>Rev. Martin Bolles</u>	<u>2620 Main Street</u> Street Address <u>South, VA 99997</u> City, State and Zip	<u>(999) 555-2727</u>
<u>Frank Gibbs</u>	<u>970 Smyth</u> Street Address <u>Anytown, VA 99999</u> City, State and Zip	<u>(999) 555-6999</u>

29. Respond to the following questions:
- | | Yes | No |
|--|-------------------------------------|-------------------------------------|
| a. Are you eligible to work in the U.S.? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| b. Have you ever been convicted of a felony? * | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| c. Have you ever been convicted of a drug-related crime? * | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| d. Do you have a valid driver's license? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| e. Do you have any blood relatives employed by this company? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

If yes, name of relative: Betty Wilson

Relation to you: Sister-in-law (see #30)

(Company may have a nepotism policy that prohibits close relatives from working in the same department or division)

- f. Have you applied for employment with this company before? Yes No

If yes, when Month _____ Year _____

* Conviction will not necessarily disqualify the applicant from employment.

30. Additional information. Use this space to expand upon your answers to questions. Indicate item number.

Item Number

21 Took care of sick child. Child is well now and does not require my attention.

29 Betty Wilson works in the South Fork Branch office and would not be my supervisor.

31. Candidate statement: Use this space to communicate to the company any special information not listed in the application.

I am excited about the possibility of working in a bank again. I enjoyed my 2 ½ years at National. This new job would allow me to use my experience in banking, my knowledge of the people who live in Anytown and my education at State Community College.

Notice: *All information supplied by the applicant is subject to review and verification by the employer. Inaccurate information may result in rejection of the application or dismissal from employment.*

"I certify that all of the statements made by me are true, complete and correct to the best of my knowledge and belief."

Susan Simmons

February 8, 2009

Applicant Signature

Date