Sample Job Application

*Fill out this sample application using your personal information. Include all applicable information and addresses.*

PLEASE NOTE: Complete all parts of the application. If your application is incomplete, or does not clearly show the experience and/or training required, your application may not be accepted. If you have no information to enter in a section, please write N/A.

|  |
| --- |
| **Name and Address** |
| Name (First, MI, Last) |  |
| Mailing Address |
| City, State, and Zip Code |
| Home Phone | Message Phone |
| E-mail Address | May we use e-mail to contact you? Yes No |

|  |
| --- |
| **Additional Information** |
| Have you been an employee of this organization in the past? Yes No |
| I certify that I am in compliance with the provisions of the Selective Service Act (Draft Registration). \*\* Yes No |
| I certify that I am a U.S. citizen, permanent resident, or a foreign national with authorization to work in the United States. \*\* Yes No |
| Have you ever been convicted of, or entered a plea of guilty, no contest, or had a withheld judgment to a felony? \*\* Yes No If Yes, please explain:\*\* These questions must be answered in order to be considered for employment |

|  |
| --- |
| **Education**(Schools attended or special training received) |
| School | From | To | Did you graduate? |
| Location | Type of degree or diploma |
| School | From | To | Did you graduate? |
| Location | Type of degree or diploma |

|  |
| --- |
| **Work History** |
| JobTitle | From | To | Hrs/Week | Employer |
| Address | Phone | Supervisor | May we contact this employer? Yes No |
| Reason for leaving? |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Job Title | From | To | Hrs/Week | Employer |
| Address | Phone | Supervisor | May we contact this employer? Yes No |
| Reason for leaving? |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Job Title | From | To | Hrs/Week | Employer |
| Address | Phone | Supervisor | May we contact this employer? Yes No |
| Reason for leaving? |

|  |
| --- |
| **How did you find out about this position?** |
| Current Employee | Career Fair | State website | Company Newsletter | Job Service |
| Monster.com | Newspaper Ad | Other Internet Source | Prof. Organization website | Radio/TV Ad |
|  | Recruiter | University/College | None of the above |  |

|  |
| --- |
| **Job Type/Shift** |
| Full Time | Part Time | Permanent | Temporary | 6 Month |
| 9 Month | Seasonal | Limited Service | Shift | Night |

|  |  |
| --- | --- |
| Signature | Date |
| I certify that all answers and statements on this application are true and complete to the best of my knowledge. I understand that should an investigation disclose untruthful or misleading answers, my application may be rejected, my name removedfrom consideration, or my employment with this company terminated. |