Chapter 14

**Activity 14-2 Job Application Form**

**Directions:** When you begin the process of hiring employees, you will need a job application form. Complete the following steps to create an application form that will work best for your business.

1. Do a search for “job application form” on the Internet. Select a form that is appropriate for your business.
2. Using the form as a guide, create your own job application form.
3. Include a print copy of this in the Appendices section of your business plan.
4. Ask your instructor where to save your documents. This could be on the school’s network or a flash drive of your own. Name your Word document *FirstnameLastname*\_Activity14-2.docx (i.e., JohnSmith\_Activity14-2.docx).