Connect to Your Career

8-1 Job Application

1. Print the job application found on pages two and three of this document. Complete the application. Refer to your résumé, list of references, or other documents if necessary. Use blue or black ink and your best handwriting. The application must be neat, clean, and error free.

2. Proofread your application. Compare it to your résumé and cover letter. If there is any conflicting information, revise your documents to match. If you need to correct the job application, print a new copy and start again. Sign and date the form.

3. Next, practice completing the job application electronically by keying your responses directly into the form.

4. Print the completed application. Sign and date the form. Submit it to your instructor along with your handwritten application.

5. Save your Word document as *FirstnameLastname*\_Application.docx (i.e., JohnSmith\_Application.docx).

Personal Information

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Last Name | | | First Name | | | | Middle Initial | |
| Address | | City | | | | State | | Zip |
| How long at present address? | Phone Number | | | | Social Security Number | | | |
| What date will you be available for work? | | | | | | | | |
| Type of employment desired:  \_\_\_\_\_\_ Full-time only \_\_\_\_\_\_ Part-time only \_\_\_\_\_\_ Full- or part-time | | | | | | | | |
| If hired, can you furnish proof that you are legally entitled to work in the United States? | | | | | | | | |
| If hired, can you furnish proof of age? | | | | | | | | |
| What position are you applying for? | | | | What are your salary requirements? | | | | |
| Hours you will be available to work | | | | | | | | |
| Have you ever been convicted of a felony? | | | | | | | | |
| If yes, please explain | | | | | | | | |
| The XYZ Company is a drug-free employer and you will be required to pass a drug screening as a condition of employment. I understand and agree to participate in testing. ( ) initials | | | | | | | | |

Educational Information

|  |  |  |
| --- | --- | --- |
| **Name and Address of School** | **Course of Study** | **Diploma or Degree** |
| High School |  |  |
| College Education |  |  |
| Graduate Education |  |  |
| Other Education/ Training |  |  |

Computer Software Knowledge

|  |
| --- |
| List the software that you have experience using and your level of proficiency for each. |

Employment History

List your two most recent employers, beginning with your present employer.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Company | | | Start Date | | Supervisor | Salary |
| Address | | End Date | | Position and Responsibilities | | |
| City/State/Zip | | | |
| Telephone | Reason for Leaving | | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Company | | | Start Date | | Supervisor | Salary |
| Address | | End Date | | Position and Responsibilities | | |
| City/State/Zip | | | |
| Telephone | Reason for Leaving | | | | | |

Signature: Date: