

## JOB APPLICATION ACTIVITY

The "Master Application" on the next page asks for much of the same information as any application. Complete this form and take it with you as a reference when you complete applications for actual job openings.

### Hints for Success:

- Buy an "erasable ink" pen to use in completing paper applications. When completing applications on line, make sure to use a spell check and re-read your application before submitting.
- Follow directions and be neat. Remember, each application you complete is the first sample of your work that employers will see.
- Be as specific as possible in identifying the position desired.
- Write in the word "Scale" where you are asked for salary desired. This means that you expect to be paid what other workers in similar positions earn. You can discuss the specifics of the compensation package later.
- Do write in every space provided. Use each blank as an opportunity to describe an interesting, enthusiastic worker – you!
- Do bring the name, address and phone number for an emergency contact; some applications request that information.
- Understand and be prepared to sign a statement similar to:  
  
*I authorize investigation of all statements contained in this application; I understand that misrepresentation or omission of facts is cause for dismissal if hired. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any previous notice.*
- Realize that employers may research social networking Websites and tools such as Facebook, to obtain information about you and your qualifications for a position.

**Avoid** these common mistakes on job applications:

- Misspelled words
- "Crossed-out" writing
- Folded or wrinkled form
- Incomplete or unanswered items
- Failure to write in print letters or to write clearly
- Incomplete work history
- Submittal after deadline
- Failure to sign

## PERSONAL INFORMATION

Last Name		First	Middle Initial	Home Phone ( )
Other name(s) Used				Business Phone ( )
Present Address	Street			
	City		State	Zip Code
Permanent Address	Street			
	City		State	Zip Code
Social Security Number			E-mail Address	
Have you ever interviewed with this company before <input type="checkbox"/> Yes <input type="checkbox"/> No			If yes, list date(s), job title(s) and location(s)	
Have you ever been employed with this company before? <input type="checkbox"/> Yes <input type="checkbox"/> No			If yes, list date(s), job title(s) and location(s)	
Have you any relatives employed by this company? <input type="checkbox"/> Yes <input type="checkbox"/> No			If yes, list date(s), job title(s) and location(s)	
Are you at least 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No			If fewer than 18, do you have a work permit?	

## EMPLOYMENT DESIRED

Position for which you are applying			Position number
Date you can start		Salary desired	
Are you employed now?	If so, may we inquire of your present employer?		
Present employer name			Phone number
Present employer contact name and title			

## EDUCATION

	Name and location of school	Month/year from - to	Did you graduate?	Diploma, degree or certificate obtained
High School				
College or University				
Trade, Business, Technical				
Describe subjects of special study or research work:				
What languages do you speak fluently?				
Do you type (clerical applicants only)? <input type="checkbox"/> If yes, WPM?				
List professional designations, special knowledge or qualifications:				

**FORMER EMPLOYERS** (List last four employers, including current position, starting with the last one first.)

Dates MM/YY	Name and address of employer	Position held	Salary	Reason for leaving
From:				
To:				
Describe duties and responsibilities				
From:				
To:				
Describe duties and responsibilities				
From:				
To:				
Describe duties and responsibilities				
From:				
To:				
Describe duties and responsibilities				
Computer Skills (hardware or software)				

**ACTIVITIES** (Civic, athletic, etc.)

Note: Exclude organizations whose name or character indicates the race, creed, sex, marital status, age, color or national origin of its members.

**REFERENCES** (Provide the information for three persons not related to you whom you have known for at least one year.)

Name	Address	Business	Years acquainted
1.			
2.			
3.			