

12 Rules for Completing a Job Application

1. Read the instructions carefully before you begin writing.
2. Complete all sections, even if you have a resume; if it doesn't apply write N/A.
3. Print neatly, using your best handwriting and grammar.
4. When it asks what job you are applying for, put a specific job title down.
5. Explain in detail all of your past work experience.
6. Don't forget to put down activities such as volunteer work, hobbies, civic work.
7. Decide who your references will be ahead of time: teachers, family friend, etc.
Get their permission to use them as a reference for jobs.
8. Don't forget to sign your name and put the date.
9. Double-check your completed application before turning it in.
10. Return your completed application as soon as possible.
11. Return the application to the manager or person doing the hiring; be dressed nice when you submit it. You may get an interview on the spot!
12. Follow-up with the person you gave it to a week later or at the time they tell you.

Sample Application

PRINT NAME (LAST) <u>Smith</u> (FIRST) <u>John</u> (MIDDLE) <u>A.</u>			TELEPHONE NUMBER <u>661-555-1212</u>			
ADDRESS (NO. & STREET) <u>2100 My Street</u>		(CITY) <u>Bakersfield</u>		(STATE) <u>CA</u>	(ZIP) <u>93301</u>	
DRIVER LICENSE (optional) <u>N/A</u>	SOCIAL SECURITY NO. (optional) <u>Will provide upon hire</u>	WAGE EXPECTED <u>\$6.75/hour</u>	CAN YOU, AFTER EMPLOYMENT, SUBMIT VERIFICATION OF YOUR LEGAL RIGHT TO WORK IN U.S.? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			
POSITION DESIRED <u>Cashier</u>			CAN YOU PROVIDE PROOF OF AGE UPON EMPLOYMENT? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>			
OTHER POSITIONS FOR WHICH YOU ARE QUALIFIED <u>Stock Clerk</u>				DATE AVAILABLE <u>April 1, 2005</u>		
WHAT HOURS, DAYS, SHIFTS ARE YOU WILLING TO WORK? <u>4pm-9pm Monday through Friday, all day Saturday and Sunday</u>			LOCATION DESIRED <u>Bakersfield</u>		WILLING TO RELOCATE? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
OTHER LANGUAGES? <u>Spanish</u>		SPEAK <input checked="" type="checkbox"/>	READ <input type="checkbox"/>	WRITE <input type="checkbox"/>		
OTHER QUALIFICATIONS OR INFORMATION YOU CONSIDER IMPORTANT, SUCH AS SPECIAL SKILLS, TOOLS YOU CAN USE, EQUIPMENT YOU CAN OPERATE THAT RELATES TO THE JOB YOU ARE APPLYING FOR: <u>Good customers service skills, able to operate a calculator/cash register, able to sweep and mop floors, use cleansers to clean surfaces and items, willing to clean and stock supplies, and eager to work.</u>						
MILITARY <u>N/A</u>						
BRANCH OF SERVICE <u>N/A</u>		FROM <u>N/A</u>	TO <u>N/A</u>	MILITARY OCCUPATION/RANK <u>N/A</u>		
HAVE YOU EVER BEEN CONVICTED OF A FELONY? (A CONVICTION WILL NOT NECESSARILY DISQUALIFY YOU FROM EMPLOYMENT) YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> IF YES, PLEASE EXPLAIN:						
DO YOU HAVE ANY PHYSICAL CONDITION OR DISABILITY THAT REQUIRES ANY ACCOMMODATIONS? <u>No</u> IF YES, PLEASE EXPLAIN:						
REFERENCES (LIST PERSONS NOT RELATED TO YOU AND WHOM YOU HAVE KNOWN FOR AT LEAST ONE YEAR)						
FULL NAME	COMPLETE ADDRESS		TELEPHONE	OCCUPATION	YEARS	
<u>Mr. Sanchez</u>	<u>500 High School Way, Bakersfield, CA 93301</u>		<u>(661) 555-1225</u>	<u>Teacher, Wood Shop</u>	<u>2</u>	
<u>Mr. Sykes</u>	<u>221 Famfriend Street, Bakersfield, CA 93305</u>		<u>(661) 555-1211</u>	<u>Family friend and neighbor</u>	<u>15</u>	
EDUCATION: HIGH SCHOOL DIPLOMA OR EQUIVALENT? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> IF "NO," NUMBER OF YEARS COMPLETED <u>10</u> LIST ALL COURSES YOU HAVE COMPLETED OR ARE CURRENTLY ENROLLED IN THAT RELATE TO THE POSITION YOU ARE APPLYING FOR: ATTACH AN ADDITIONAL SHEET IF NECESSARY TO LIST ALL COURSES COMPLETED.						
POST HIGH SCHOOL NAME AND LOCATION OF COLLEGES OR SCHOOLS ATTENDED	DATES ATTENDED	CREDITS COMPLETED SEM. UNITS	QTR. UNITS	MAJOR SUBJECT OR COURSE	UNITS COMPLETED IN MAJOR	DEGREES OR CERTIFICATES RECEIVED
<u>N/A</u>	From: <u>N/A</u> To: <u></u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
EXPERIENCE: BEGIN WITH YOUR MOST RECENT JOB, THEN ALL JOBS HELD AND ANY PERIODS OF UNEMPLOYMENT IN THE LAST TEN YEARS. ALSO LIST PAID OR VOLUNTEER EXPERIENCE RELATED TO THE JOB FOR WHICH YOU ARE APPLYING. PLEASE LIST SEPARATELY THE JOB TITLE FOR EACH JOB ON WHICH YOU HAVE BEEN EMPLOYED. DO NOT GROUP YOUR EXPERIENCES. IF ADDITIONAL SPACE IS NEEDED, ATTACH A SECOND SHEET TO YOUR APPLICATION.						
JOB TITLE (for each job use a separate section) <u>Cashier</u>		FROM <u>10 MO. 1994 YR</u>	TO <u>12 MO. 1994 YR.</u>	Total Worked Yrs <u>2 Mos.</u>	Hrs A Wk <u>25</u>	Wage <u>\$6.75/hr</u>
EMPLOYER <u>The Toy Store</u>		DUTIES <u>Assist customers with purchases, operate a cash register, bag items for carry-out, locate products for customers, clean restrooms, sweep and mop floors, keep work area clean, remove the trash when needed, and gather carts from the parking lot.</u>				
EMPLOYER ADDRESS <u>444 Menge Avenue</u>						
CITY <u>Bakersfield</u> STATE <u>CA</u>						
REASON FOR LEAVING <u>Job Ended</u>		Are You Employed By This Company Now? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			Number Supervised: <u>0</u>	
		If "Yes" May We Contact Your Employer? Yes <input type="checkbox"/> No <input type="checkbox"/>				
		Supervisor's Name: <u>Bill Davis</u>			Phone Number: <u>(661) 555-1500</u>	
JOB TITLE <u>Babysitter</u>		FROM <u>05 MO. 1993 YR</u>	TO <u>Now MO. YR.</u>	Total Worked <u>2 Yrs Mos.</u>	Hrs Per Wk <u>8</u>	Wage <u>\$3/hr</u>
EMPLOYER <u>Mr. Sykes</u>		DUTIES <u>Take care of 16 month old child: feed with bottle and baby food, change diapers, play with baby, read to baby.</u>				
EMPLOYER ADDRESS <u>221 Famfriend Street</u>						
CITY <u>Bakersfield</u> STATE <u>CA</u>						
REASON FOR LEAVING <u>Currently employed at various times</u>		Are You Employed By This Company Now? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			Number Supervised: <u>1</u>	
		If "Yes" May We Contact Your Employer? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>				
		Supervisor's Name: <u>Mr. Sykes</u>			Phone Number: <u>(661) 555-1211</u>	
I CERTIFY THAT THE INFORMATION PROVIDED IS COMPLETE AND ACCURATE TO THE BEST OF MY KNOWLEDGE. I AUTHORIZE THIS COMPANY TO CHECK ANY SOURCE(S) NECESSARY TO DETERMINE THE ACCURACY OF STATEMENTS AND/OR INFORMATION PROVIDED. I UNDERSTAND ANY MISREPRESENTATION CAN RESULT IN IMMEDIATE TERMINATION.						
SIGNATURE <u>John A. Smith</u>				DATE <u>March 31, 2005</u>		