



HOW IMPORTANT IS THE JOB APPLICATION?

TIPS FOR COMPLETING AN EMPLOYMENT APPLICATION

- **Be Careful:** If you are careful about following instructions on your application, an employer and/or interviewer will probably decide you are a careful worker.
- **Be Neat:** Print or write clearly so your application can be read easily. Use blue or black ink. Do not use pencil.
- **Be Certain:** Before you begin to fill in the blanks, read everything on the application carefully. After you complete the form, read it again to make sure you have answered every question correctly
- **Be Alert:** If you are not sure about the meaning of abbreviations used on the form, ask the person who gave you the form for an explanation.
- **Be Complete:** Answer every question to the best of your ability. If it does not apply to you, write “does not apply” or “N/A” to show that you have read the question. If at all possible, do not leave any blanks. If you do, the blanks will likely come up during an interview. You will be better prepared to furnish information if you have completed the personal data on the application. Be sure to sign and date the application if directed to do so.
- **Be Correct:** Watch your spelling, grammar, and punctuation. Check your application for mistakes.
- **Be Positive:** Describe all your skills and experience. Include a complete listing of the types of machinery, equipment, and tools you are able to operate and use effectively.
- **Be Accurate:** Make sure your school record and employment dates are correct. Be prepared to explain large time gaps in your school and work history. If you make a mistake, draw a line through it and write in the correct information.



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EMPLOYER'S REFERENCE CHECK FORM

This form can be sent in the mail to former employers by interviewers on company letterhead, or interviewers can simply call former employers to obtain this and similar information.

Applicant Name: _____ SS#: _____

Position Held: _____ From: _____ To: _____

Starting Salary: _____ Final Salary: _____

Reason for leaving: _____

Please advise on the following aspects of the candidate's employment:

- Attendance/Lateness Record: _____
- Honesty/Integrity: _____
- Flexibility: _____
- Timekeeping/Organization: _____
- Is it your company's policy to re-employ? _____
- Please give reasons if you would not rehire: _____

Name of Person Completing Reference Check: _____

Title: _____ Company Name: _____

Address: _____

I authorize the release of all pertinent information pertaining to my employment with your company.*

Signature of Former Employee/Candidate for the New Job: _____

Date: _____

*This may not be needed if conducted via telephone prior to actual hiring/job offer because permission was given on the employment application.



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SAMPLE JOB APPLICATION

PLEASE NOTE: It is important that you 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, write N/A.

| | | | | | | | |
|--------------------------------------------------------------------------------------------------------------------------------|------|---------------|----------------------|-------------------------|------|-------------------------|------|
| Name and Address | | | | | | | |
| Name (First, MI, Last) | | | | Social Security Number | | | |
| Mailing Address | | | | | | | |
| City, State, and Zip Code | | | | | | | |
| Telephone | | | | Alternate Phone | | | |
| If under 18, please list age | | | | Email | | | |
| Job Type | | | | | | | |
| Days/hours available to work | | | | | | | |
| I have no preference. | Mon. | Tues. | Wed. | Thurs. | Fri. | Sat. | Sun. |
| I am seeking a: | | Full-time job | Part-time job | | | Full- or Part-time | |
| How many hours can you work weekly? | | | Can you work nights? | | | Date available to begin | |
| Additional Information | | | | | | | |
| Have you ever been employed by this organization in the past? | | | | | | 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: | | | | | | | |
| Do you have a driver's license? Yes No | | | | Driver's license number | | Issued in what state? | |



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| | | | | |
|-------------------------------------------------------------------------------------------------------------------------|----------------------------|-----------------|-----------------|-------------------|
| Have you had any accidents during the past three years? | | | | How many? |
| Have you had any moving violations during the past three years? | | | | How many? |
| Education | | | | |
| School | Location (mailing address) | Years Completed | Major | Degree or Diploma |
| High School | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| College or Business/Trade School | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Military | | | | |
| Have you even been in the Armed Forces? | Yes | No | Date entered | |
| Are you now a member of the National Guard? | Yes | No | Discharge date | |
| Specialty | | | | |
| Work Experience | | | | |
| <i>Please list ALL work experience beginning with your most recent job held. Attach additional sheets if necessary.</i> | | | | |
| Company | Name of last supervisor | | Hrs./week | |
| Address | Start Date | | Starting Salary | |



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| | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|-----------------|
| City, State, and Zip Code | End Date | Final Salary |
| Phone number | Your last job title | |
| Reason for leaving (be specific) | | |
| List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company. | | |
| May we contact this employer? Yes No | | |
| Company | Name of last supervisor | Hrs./week |
| Address | Start Date | Starting Salary |
| City, State, and Zip Code | End Date | Final Salary |
| Phone number | Your last job title | |
| Reason for leaving (be specific) | | |
| List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company. | | |
| May we contact this employer? Yes No | | |
| References | | |
| <i>Please include name, phone number, and circumstances of your acquaintance. Exclude relatives and former employers.</i> | | |
| 1. | | |
| 2. | | |
| 3. | | |
| <i>I certify that all answers and statements on this application are true and complete to the best of my knowledge. I understand that, should this application contain any false or misleading information, my application may be rejected or my employment with this company terminated.</i> | | |
| Signature | | Date |