



JOB CLUB TOOL

Sample Job Application

Applicant Name: _____

Address: _____

City, State, Zip code: _____

Email Address: _____

Home Phone: _____

Second Phone: _____

How were you referred to company? : _____

Employment Positions

POSITION AVAILABILITY:

Position Title Applying For _____

Temporary work – such as summer or holiday work? Circle Yes or No

Regular part-time work? Circle Yes or No

Regular full-time work? Circle Yes or No

Days/Hours Available

Monday __ Tuesday __ Wednesday __ Thursday __ Friday __ Saturday __ Sunday __

Hours Available: from _____ to _____

What date are you available to start work? _____

Can you work on the weekends? Circle Yes or No

Can you work evenings? Circle Yes or No

Are you available to work overtime? Circle Yes or No

If applying for temporary work, when will you be available? _____

If hired, on what date can you start working? ___ / ___ / ___

Salary desired: \$_____

Personal Information:

Have you ever applied to work for this company before? Circle Yes or No

If yes, please explain (include date): _____

Are you over the age of 18? (If under 18, hire is subject to verification of minimum legal age.) Circle Yes or No

If hired, would you be able to present evidence of your U.S. citizenship or proof of your legal right to work in the United States? Circle Yes or No

If hired, are you willing to submit to and pass a controlled substance test?

Circle Yes or No

Are you able to perform the essential functions of the job for which you are applying, either with / without reasonable accommodation? Circle Yes or No

If no, describe the functions that cannot be performed: _____

(Note: Company complies with the ADA and considers reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. It is possible that a hire may be tested on skill/agility and may be subject to a medical examination conducted by a medical professional.)

Have you ever been convicted of or plead no contest to a criminal offense (felony or misdemeanor)? Circle Yes or No

If yes, please describe the crime - state nature of the crime(s), when and where convicted and disposition of the case. _____

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The date of the offense, the nature of the offense, including any significant details that affect the description of the event, and the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)

Education, Training and Experience

High School

School name: _____

School address: _____

School city, state, zip: _____

Number of years completed: _____

Did you graduate? Circle Yes or No

College / University:

School name: _____

School address: _____

School city, state, zip: _____

Number of years completed: _____

Did you graduate? Circle Yes or No

Degree / diploma earned: _____

Vocational School:

Name: _____

Address: _____

City, state, zip: _____

Number of years completed: _____

Did you graduate? Circle Yes or No

Degree / diploma? : _____

Military:

Branch: _____

Rank in Military: _____

Total Years of Service: _____

Skills/duties: _____

Related details: _____

EMPLOYMENT HISTORY:

Present Or Last Position:

Position Title: _____ From: _____ To: _____

Employer: _____

Address: _____

Supervisor: _____

Phone: _____ Email: _____

Responsibilities: _____

Salary: _____

Reason for Leaving: _____

Previous Position:

Position Title: _____ From: _____ To: _____

Employer: _____

Address: _____

Supervisor: _____

Phone: _____ Email: _____

Responsibilities: _____

Salary: _____

Reason for Leaving: _____

May We Contact Your Present Employer?

Yes _____ No _____

References:

Name/Title Address Phone

I certify that information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above.

Signature _____

Date _____