



Job Application Information

Employers use job applications to gather information about your qualifications, and to compare you to other applicants.

Tips for Completing Applications:

Job Application Form Details:

Personal Information:

- Name
- Address
- City, State, Zip Code
- Phone Number
- Eligibility to Work in US
- Felony convictions
- If under age, working paper certificate

Education:

- Schools/Colleges Attended
- Major
- Degree/Diploma
- Graduation Dates(s)

Position Applied For Information:

- Title of the job you are applying for
- Hours/days available to work
- When you can start work

JOB APPLICATION Handout 1

Employment Information:

- Names, addresses, phone numbers of previous employers
- Supervisor's name
- Dates of employment
- Salary
- Reason for Leaving

References

- List of three references - names, job title or relationship, addresses, phone numbers

Resume (if you have one)

Tips for Completing Job Applications:

Complete all requested information. Don't leave anything blank. If you don't know the details, bring the application home and return it when it's completed.

Write clearly and neatly, using black or blue ink.

Check for spelling and grammatical errors. Proofread your job application form before turning it in.

List your most recent job first when completing employment information.

List your most recent education first. Include vocational schools and training programs as well as college and high school.

References don't necessarily have to be professional. If you have volunteered you can use members of the organizations that you have helped or if you are a student use your teachers. In all cases, ask for permission prior to using the person for a reference.

JOB APPLICATION Handout 1

Don't forget to sign your application!

Sample Job Applications:

Review sample job applications to give you an idea of what you are going to be asked. Print one or two out and complete them, so you know you have all the information ready to complete actual employment applications.

Sample Job Application Letters:

Need to mail a job application or follow-up on an application you have submitted? Review the sample [job application letters](#) for examples of what to write and how to follow-up.

Source: <http://jobsearch.about.com/cs/jobapplications/a/jobapplication.htm>

(Place in binder)