

# Your Business Name & Logo

Sample #1

We are an Equal Opportunity Employer and fully subscribe to the principles of Equal Employment Opportunity. Applicants and/or employees are considered for hire, promotion and job status, without regard to race, color, religion, creed, sex, marital status, national origin, age, physical or mental disability.

Name \_\_\_\_\_ Date of application \_\_\_\_\_  
LAST FIRST MIDDLE  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone \_\_\_\_\_ Social Security Number \_\_\_\_\_

## 1. GENERAL INFORMATION:

Are you able to perform the essential job functions of the position for which you are applying with or without reasonable accommodation? ☐ Yes ☐ No

Have you been convicted of any felonies other than minor traffic violations during the past seven years? (A criminal record or a conviction will not automatically bar employment, but will be considered only as it reasonably relates to your fitness to perform in the position for which you are applying.) ☐ No ☐ Yes If yes, explain \_\_\_\_\_

## 2. EDUCATION & TRAINING:

Circle last grade completed - Grade 1 2 3 4 5 6 7 8 9 10 11 12 College 1 2 3 4 Masters \_\_\_\_\_ Doctorate \_\_\_\_\_

Name & Address of School	Major Course studied	Graduated or degree (Yor N)	Average Grade
Last High School Attended/Address:			
College or University/Address			
College or University/Address Other School (Technical, Vocational, Graduate, etc.) /Address			

List any scholarships, academic honors, awards or special achievements:

## 3. SKILLS Please list any skills you have that are appropriate for the position you are applying for: \_\_\_\_\_

If required, will you work? Rotating shifts ☐ YES ☐ NO Saturdays ☐ YES ☐ NO  
Overtime ☐ YES ☐ NO Sundays ☐ YES ☐ NO

Position applying for, be specific: \_\_\_\_\_ Salary Requirements ☐ per hour  
\$ ☐ per month

State fully why you believe you are qualified for this position

Date you can start

/ /

INTERESTS / ACCOMPLISHMENTS: You may wish to list significant experience, interests & accomplishments gained while working as a volunteer or as a hobbyist that may be useful in the position(s) you are seeking. Names or organizations designating religion, race, etc. need not be mentioned.

## EMPLOYMENT HISTORY

Starting with your PRESENT or MOST RECENT EMPLOYER list in consecutive order ALL EMPLOYERS. If currently employed, may we contact your employer? ☐ Yes ☐ No

PRESENT OR MOST RECENT EMPLOYER

*Sample #1*

JR

FULL NAME OF COMPANY		(AREA CODE) TELEPHONE		SALARY BEGIN END	EMPLOYED FROM TO MO/YR MO/
STREET ADDRESS		CITY	STATE		
NAME & TITLE OF SUPERVISOR		TITLE OF YOUR POSITION			REASON FOR LEAVING:
LIST JOBS HELD, DUTIES PERFORMED, SKILLS USED, & PROMOTIONS WHILE EMPLOYED AT THIS COMPANY:   					
FULL NAME OF COMPANY		(AREA CODE) TELEPHONE		SALARY BEGIN END	EMPLOYED FROM TO MO/YR MO/
STREET ADDRESS		CITY	STATE		
NAME & TITLE OF SUPERVISOR		TITLE OF YOUR POSITION			REASON FOR LEAVING:
LIST JOBS HELD, DUTIES PERFORMED, SKILLS USED, & PROMOTIONS WHILE EMPLOYED AT THIS COMPANY:   					
FULL NAME OF COMPANY		(AREA CODE) TELEPHONE		SALARY BEGIN END	EMPLOYED FROM TO MO/YR YR
STREET ADDRESS		CITY	STATE		
NAME & TITLE OF SUPERVISOR		TITLE OF YOUR POSITION			REASON FOR LEAVING:
LIST JOBS HELD, DUTIES PERFORMED, SKILLS USED, & PROMOTIONS WHILE EMPLOYED AT THIS COMPANY:   					
FULL NAME OF COMPANY		(AREA CODE) TELEPHONE		SALARY BEGIN END	EMPLOYED FROM TO MO/YR MO/
STREET ADDRESS		CITY	STATE		
NAME & TITLE OF SUPERVISOR		TITLE OF YOUR POSITION			REASON FOR LEAVING:
LIST JOBS HELD, DUTIES PERFORMED, SKILLS USED, & PROMOTIONS WHILE EMPLOYED AT THIS COMPANY:   					

**READ CAREFULLY:** I certify that the information contained in this application is correct to the best of my knowledge and understand that any misstatement or omission of information may result in denial of employment or discharge. I authorize the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you.

Signature \_\_\_\_\_ Date \_\_\_\_\_

# Sample Job Application

**Sample #2**

*Fill out this sample application using your personal information. Include all applicable information and addresses.*

PLEASE NOTE: 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, please write N/A.

Name and Address	
Name (First, MI, Last)	Social Security Number
Mailing Address	
City, State, and Zip Code	
Home Phone	Message Phone
E-mail Address	May we use e-mail to contact you? Yes <input type="checkbox"/> No <input type="checkbox"/>

Additional Information
Have you been an employee of this organization in the past? Yes <input type="checkbox"/> No <input type="checkbox"/>
I certify that I am in compliance with the provisions of the Selective Service Act (Draft Registration). ** Yes <input type="checkbox"/> No <input type="checkbox"/>
I certify that I am a U.S. citizen, permanent resident, or a foreign national with authorization to work in the United States. ** Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been convicted of, or entered a plea of guilty, no contest, or had a withheld judgment to a felony? ** Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please explain:
** These questions must be answered in order to be considered for employment

Education (Schools attended or special training received)			
School	From	To	Did you graduate?
Location		Type of degree or diploma	
School	From	To	Did you graduate?
Location		Type of degree or diploma	

**Sample #2****Work History**

JobTitle	From	To	Hrs/Week	Employer
Address	Phone	Supervisor	May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Reason for leaving?				

Job Title	From	To	Hrs/Week	Employer
Address	Phone	Supervisor	May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Reason for leaving?				

Job Title	From	To	Hrs/Week	Employer
Address	Phone	Supervisor	May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Reason for leaving?				

**How did you find out about this position?**

Current Employee <input type="checkbox"/>	Career Fair <input type="checkbox"/>	State website <input type="checkbox"/>	Company Newsletter <input type="checkbox"/>	Job Service <input type="checkbox"/>
Monster.com <input type="checkbox"/>	Newspaper Ad <input type="checkbox"/>	Other Internet Source <input type="checkbox"/>	Prof. Organization website <input type="checkbox"/>	Radio/TV Ad <input type="checkbox"/>
	Recruiter <input type="checkbox"/>	University/College <input type="checkbox"/>	None of the above <input type="checkbox"/>	

**Job Type/Shift**

Full Time <input type="checkbox"/>	Part Time <input type="checkbox"/>	Permanent <input type="checkbox"/>	Temporary <input type="checkbox"/>	6 Month <input type="checkbox"/>
9 Month <input type="checkbox"/>	Seasonal <input type="checkbox"/>	Limited Service <input type="checkbox"/>	Shift <input type="checkbox"/>	Night <input type="checkbox"/>

Signature	Date
I certify that all answers and statements on this application are true and complete to the best of my knowledge. I understand that should an investigation disclose untruthful or misleading answers, my application may be rejected, my name removed from consideration, or my employment with this company terminated.	

# Sample Job Application Form

**Sample #3**

## Application for employment – Installation and Service Technician

The continuing success of our company is due in large part to our reputation for reliability and trustworthiness. Because we send employees to customer's homes and businesses – it is absolutely essential that we hire only those with the cleanest records and the most upstanding character. Please answer each item accurately and completely. Failure to do so may result in you not being considered for the job, or in termination at any time after you are hired if we find this application was not filled out completely and honestly.

In addition, since this job position requires that you operate a company vehicle you must agree to participate in a program of testing for the use of illegal drugs and of reviews of your driving record.

"I give permission for a pre-employment drug screening test and for any such recurring tests as may be requested by the company at any time."

Signed: \_\_\_\_\_

"I authorize the company to request an investigative report from a background checking agency concerning my social security number, motor vehicle operation history, criminal history and other information to the extent permitted by law from appropriate local, state and federal agencies and other available public records."

Signed: \_\_\_\_\_

### Identifying Information

- Name of applicant:
- Date of application:
- Street address:
- City & ZIP:
- How long have you lived at this address?
- Previous address in the past 10 years: (continue on reverse if necessary)
- Primary telephone number:
- Alternate telephone number:
- E-Mail address:
- SSN:
- Driver's license number:

Are you currently employed? ☐ Yes ☐ No

If yes, may we contact your employer? ☐ Yes ☐ No

Contact information:

Are you currently on lay-off status and subject to recall? ☐ Yes ☐ No

Can you provide proof of authorization to work in the U.S.? ☐ Yes ☐ No

Referring to the "Physical Demands" and "Working Conditions" sections of the "Job Description – Installation and Service Technician," will you be able, with reasonable accommodation, to physically and emotionally perform the job for which you are applying?

☐ Yes ☐ No

### Education

Name & City of High School:

Graduated: ☐ Yes ☐ No

Other education:

Technical Training			Sample #3
School	Course of study	Hours	

Previous Employment – including Military Service			
Begin with your current or most recent employer			
Employer	Dates employed To      From		Work Performed
Address			
Job title	Wages Start      Final		
Supervisor			
Reason for leaving			
Employer	Dates employed To      From		Work Performed
Address			
Job title	Wages Start      Final		
Supervisor			
Reason for leaving			
Employer	Dates employed To      From		Work Performed
Address			
Job title	Wages Start      Final		
Supervisor			
Reason for leaving			

Other experience you feel qualifies you for this job

**Sample #3**

### References

(No relatives)

Name	
Address	
City, State & ZIP	
Telephone	
Comment	

Name	
Address	
City, State & ZIP	
Telephone	
Comment	

Name	
Address	
City, State & ZIP	
Telephone	
Comment	

### Important Authorizations

**Read each paragraph carefully and initial each before signing the application**

"I agree to notify the company immediately of any traffic violations for which I am charged"

Initials \_\_\_\_\_

"In understand that if hired I may not hold other employment, nor engage in other activities that create a conflict of interest with my position with the company unless given permission in writing by the company."

Initials \_\_\_\_\_

"I authorize the investigation of all statements contained in this application and any accompanying documentation, if any, and further authorize any person, school, current or past employer(s) and organizations named in this application form to provide the company with records, information and opinions that may be useful in making a hiring decision. I release all informants from all liability for damage that may result from furnishing information and opinions which are truthful and made in good faith to you."

Initials \_\_\_\_\_

"If I accept employment with the company, I agree to comply with the rules, regulations, policies and procedures of the company."

Initials \_\_\_\_\_

I certify that all information I have provided in the above application is complete and true.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_