

## Application for Employment

{Insert Name of Company} is an Equal Opportunity Educational Institution and EEO/Affirmative Action Employer committed to excellence through diversity. Employment offers are made on the basis of qualifications, and without regard to race, sex, religion, national or ethnic origin, disability, age, veteran status, or sexual orientation. PLEASE TYPE OR PRINT. Complete the entire application. You may attach a resume, but you must still complete all questions; or your application will be deemed incomplete and may not be considered. Please fill out each box (don't just indicate "See Resume.") Applications with missing or invalid job numbers will not be considered for any position.

<b>Position Applying For:</b>	<b>Name (Last, First, Middle):</b>		<b>Other names under which you have attended school or been employed:</b>
<b>JOB #:</b>			
<b>Street Address:</b>		<b>City, State &amp; Zip:</b>	
<b>Social Security Number:</b>	<b>Home Phone:</b>	<b>Work Phone:</b>	<b>Other Phone:</b>
<b>Are you eligible to work in the United States?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Are you 18 years of age or older?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		<b>If NO, what is your current age?</b>
<b>Are you currently employed at (company)?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		<b>If YES, what is your current job title &amp; department?</b>
<b>Have you ever been employed by (company)?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		<b>If YES, dates of employment &amp; reason for leaving:</b>
<b>Are you related to any current (company employee)?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		<b>If YES, their name &amp; their relationship to you?</b>
<b>If required for position, do you have a valid driver's license?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		<b>If YES, State of issuance, license #, and expiration date:</b>
<b>How did you learn about this employment opportunity at ? Check all that apply:</b>			
<input type="checkbox"/> Job Bulletin (Posting) /Walk-in q Website <input type="checkbox"/> Dept. of Labor <input type="checkbox"/> Ad in newspaper <input type="checkbox"/> Ad in magazine			
<input type="checkbox"/> Referral by employee <input type="checkbox"/> Other:			

### EDUCATION

Name of School	City/State	Did you graduate?	If No, # of years left to graduate	If Yes, date of Graduation	Degree received	Major
High School:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
GED:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
Other School:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>Other credentials/ licenses/ professional affiliations, etc., which are relevant to the job(s) for which you are applying.</b>						

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## Sample Job Application, p.2

**SKILLS:** Please list technical skills, clerical skills, trade skills, etc., relevant to this position. Include relevant computer systems and software packages of which you have a working knowledge, and note your level of proficiency (basic, intermediate, expert)


**WORK EXPERIENCE-**Please detail your entire work history. Begin with your current or most recent employer. If you held multiple positions with the same organization, detail each position separately. Attach additional sheets if necessary. Omission of prior employment may be considered falsification of information. Please explain any gaps in employment. Include full-time military or volunteer commitments. **PLEASE DO NOT** complete this information with the notation "See Resume."  
**PLEASE NOTE:** {Insert Company Name} reserves the right to contact all current and former employers for reference information.

Dates Employed (most recent position) From:            To	<input type="checkbox"/> Full time <input type="checkbox"/> Part-time  If part-time, # hrs./wk: <input type="checkbox"/>	Title:
Starting Salary:	Organization Name and Address:	
Final Salary:		
Supervisor's Name, Title and Phone #:	Other Reference Name, Title and Phone #:	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary duties:		Reason for Leaving:
Dates Employed (most recent position) From:            To	<input type="checkbox"/> Full time <input type="checkbox"/> Part-time  If part-time, # hrs./wk: <input type="checkbox"/>	Title:
Starting Salary:	Organization Name and Address:	
Final Salary:		
Supervisor's Name, Title and Phone #:	Other Reference Name, Title and Phone #:	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary duties:		Reason for Leaving: