

# Sample Employment Application Form

PLEASE PRINT ALL  
INFORMATION REQUESTED  
EXCEPT SIGNATURE

## APPLICATION FOR EMPLOYMENT

APPLICANTS MAY BE TESTED FOR ILLEGAL DRUGS

PLEASE COMPLETE PAGES 1-4.

DATE \_\_\_\_\_

Name \_\_\_\_\_  
Last                      First                      Middle                      Maiden

Present address \_\_\_\_\_  
Number                      Street                      City                      State                      Zip

How long \_\_\_\_\_ Social Security No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Telephone ( ) \_\_\_\_\_

If under 18, please list age \_\_\_\_\_

Position applied for (1) \_\_\_\_\_ Days/hours available to work  
 and salary desired (2) \_\_\_\_\_ No Pref \_\_\_\_\_ Thur \_\_\_\_\_  
 (Be specific) Tue \_\_\_\_\_ Fri \_\_\_\_\_  
 Wed \_\_\_\_\_ Sat \_\_\_\_\_  
 Sun \_\_\_\_\_

How many hours can you work weekly? \_\_\_\_\_ Can you work nights? \_\_\_\_\_

Employment desired     FULL-TIME ONLY     PART-TIME ONLY     FULL- OR PART-TIME

When available for work? \_\_\_\_\_

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete mailing address)	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School				
College				
Bus. or Trade School				
Professional School				

HAVE YOU EVER BEEN CONVICTED OF A CRIME?     No     Yes

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation. \_\_\_\_\_

\_\_\_\_\_

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DO YOU HAVE A DRIVER'S LICENSE?  Yes  No

What is your means of transportation to work? \_\_\_\_\_

Driver's license  
number \_\_\_\_\_ State of issue \_\_\_\_\_  Operator  Commercial (CDL)  Chauffeur  
Expiration date \_\_\_\_\_

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? \_\_\_\_\_

OFFICE ONLY

Typing  Yes  No \_\_\_\_\_ WPM      10-key  Yes  No \_\_\_\_\_ WPM      Word Processing  Yes  No \_\_\_\_\_ WPM  
Personal Computer  Yes  No \_\_\_\_\_ PC \_\_\_\_\_ Mac \_\_\_\_\_ Other Skills \_\_\_\_\_

Please list two references other than relatives or previous employers.

Name _____	Name _____
Position _____	Position _____
Company _____	Company _____
Address _____	Address _____
_____	_____
Telephone ( ) _____	Telephone ( ) _____

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.

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APPLICATION FOR EMPLOYMENT

MILITARY

HAVE YOU EVER BEEN IN THE ARMED FORCES?     \_\_ Yes   \_\_ No

ARE YOU NOW A MEMBER OF THE NATIONAL GUARD?     \_\_ Yes   \_\_ No

Specialty \_\_\_\_\_ Date Entered \_\_\_\_\_ Discharge Date \_\_\_\_\_

**Work Experience**     Please list your work experience for the **past five years** beginning with your most recent job held.  
If you were self-employed, give firm name. **Attach additional sheets if necessary.**

Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates	Pay or salary
		From	Start
		To	Final
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.			

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May we contact your present employer?     Yes     No

Did you complete this application yourself     Yes     No

If not, who did? \_\_\_\_\_

## LAUREL HIGHLANDS HIGH SCHOOL

### *Junior Experience Plan: Necessary Skills Checklist*

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As a requirement of the “Junior Experience Plan” that is centered on career interests, students need to determine what skills are necessary to obtain their desired career. This information needs to be submitted in a two page type written paper. The paper should be in MLA format.

The following is a list of skills to check into for the career you are interested in. The list is a suggested list. There are other skills to consider based on the career field.

#### **Suggested Skills/Requirements**

- ✓ Required Schooling
- ✓ Special Training
- ✓ Apprenticeship
- ✓ Clearances (Child Abuse, Criminal Background Check, etc.)
- ✓ Mechanic Ability
- ✓ Math Skills
- ✓ Reading Skills
- ✓ Writing Skills
- ✓ Communication Skills
- ✓ Computer Ability
- ✓ Driver’s license required
- ✓ CDL (Commercial Driver’s License)

**LAUREL HIGHLANDS HIGH SCHOOL**  
*Junior Experience Plan: Research for Career Outlook*

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When choosing a career it is important to plan for the future. In order to plan for the future, you must be aware of the future outlooks for the career you are interested in. To be successful in your chosen career it must be a career that is sustainable. This requirement of your Career Portfolio Project will open your eyes to where you will be in the future if you continue to pursue this plan.

The following is a list of suggested topics that should be considered when thinking about the future of a career. This is a suggested list and there are other things that may also be valuable to check into.

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**Career outlook considerations**

- ✓ Will this position be needed in the future?
- ✓ What income can be generated with this career?
- ✓ Is there a demand in this area for this career field?
- ✓ Where is there a demand for workers in this career field?
- ✓ Is there predicted growth in this area of employment?
- ✓ How many openings will there be in this field?