

## Part II: Completing a Job Application

Directions: Complete the following job application form. Key your responses in the spaces provided or print the information in your very best handwriting.

### Personal Information

Last Name		First Name		Middle Initial
Address		City	State	Zip
How long at present address?	Phone Number		Last four digits of Social Security Number	
What date will you be available for work?				
Type of employment desired _____ Full-Time Only      _____ Part-Time Only      _____ Full or Part-Time				
If hired, can you furnish proof that you are legally eligible to work in the United States?				
If hired, can you furnish proof of age?				
What position are you applying for?			What are your salary requirements?	
Hours you will be available to work				
Have you ever been convicted of a felony?				
If yes, please explain				
The XYZ Company is a drug-free employer and you will be required to pass a drug screening test as a condition of employment. I understand and agree to participate in this testing. (      ) initials				

### Computer Software Knowledge

List the software that you have experience using and your level of proficiency for each.
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## Educational Information

Name and Address of School	Course of Study	List Diploma or Degree
High School		
Other Education/ Training		

## Employment History

List your two most recent employers, beginning with your present employer.

Company	Start Date	Supervisor	Salary
Address	End Date	Position and Responsibilities	
City/State/Zip			
Telephone	Reason for Leaving		

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Address	End Date	Position and Responsibilities	
City/State/Zip			
Telephone	Reason for Leaving		

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