Many employers will ask you to fill out an application to be considered for an interview.

Here are some tips for filling out an application:

* Be honest. Employers usually check the reliability of information in the application before offering you a job, so avoid exaggeration or understatement of your skills and experiences.
* Try to obtain two copies of your application so one can be used as a rough copy.
* Read and follow instructions carefully.
* Look through the form and consider each question carefully.
* Always use blue or black ink and print all responses clearly.
* Provide all information that is requested.
* Provide a professional email address. It should include your real name (either in full or as an abbreviation), not a nickname or other words.
* Refer to your résumé and attach a copy to the application. This will help you make sure that your application aligns with the job experience on your résumé.
* If a question does not apply to you, write “not applicable” or “N/A”.
* Keep a copy of your application for your own information. It could help with your interview.
* Choose your references wisely. References should be:
	+ Someone who can provide relevant positive examples of your skills and workplace demeanor.
	+ Not a family member or friend.
* Other reference tips:
	+ If you don’t have any formal work experience, consider asking teachers, coaches, or tutors.
	+ Make sure that you select someone who will be positive but truthful.
	+ Always ask the individual whether it’s okay to use them as a reference before you submit your application and ask for the contact information they want used for this purpose.
	+ Request that your reference let you know if and when they have been contacted.
	+ Thank your reference for their time.

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| **Applicant Information** |
| Applicant Name: |
| Home Phone: | Mobile Phone: |
| Email Address: |
| Home Address: |
| City: | State: | ZIP: |
| Have you ever been convicted of a crime? \_\_\_ Yes \_\_\_ NoIf yes, please explain in full: |
| **Education** |
| Name and location of high school: |
| Current grade: | \_\_\_ 9th | \_\_\_ 10th | \_\_\_ 11th | \_\_\_ 12th |
| GPA: \_\_\_\_\_\_ (weighted) \_\_\_\_\_\_ (unweighted)  |
| Job-related coursework: |
| **Skills and Qualifications** |
| Summarize your job-related skills and qualifications acquired from employment or other professional experiences: |
| **Activities and Honors** |
| (Civic, athletic, academic, etc.)  |

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| **Employment History** |
| Are you currently employed? \_\_\_ Yes \_\_\_ No |
| If yes, may we contact your current employer? \_\_\_ Yes \_\_\_ No |
| Fill out the chart below, starting with your current or most recent employment. Include any job-related volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disability, or other protected statuses, or you may include them if you wish to do so.  |
| **Company/organization**AddressTelephone | **Start date** | **End date** | **Position/title** | **Name of supervisor** | **Reason for end of employment** |
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Out of the jobs listed above, which did you like the best? What did you like most about this job?

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**References:** List the names of three individuals not related to you, whom you have known at least one year.

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| --- | --- | --- | --- |
| **Name and Address** | **Phone Number** | **Company/Organization** | **Relationship and Length of Acquaintance**  |
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I certify that all the information submitted as a part of this application is true and complete. I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be terminated.

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