

# SAMPLE JOB APPLICATION

*PLEASE NOTE: It is important that you 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							
Telephone				Alternate Phone			
If under 18, please list age				Email			
Job Type							
Days/hours available to work							
Ⓔ I have no preference.	Ⓔ Mon.	Ⓔ Tues.	Ⓔ Wed.	Ⓔ Thurs.	Ⓔ Fri.	Ⓔ Sat.	Ⓔ Sun.
I am seeking a:		Ⓔ Full-time job		Ⓔ Part-time job		Ⓔ Full- or Part-time	
How many hours can you work weekly?				Can you work nights?		Date available to begin	
Additional Information							
Have you ever been employed by this organization in the past?						Ⓔ Yes	Ⓔ No
I certify that I am a U.S. citizen, permanent resident, or a foreign national with authorization to work in the United States.						Ⓔ Yes	Ⓔ No
Have you ever been convicted of, or entered a plea of guilty, no contest, or had a withheld judgment to a felony?						Ⓔ Yes	Ⓔ No
If Yes, please explain:							