

# Sample Completed Employment Application

This Sample Blank Employment Application includes most of the questions asked on employment applications. The actual application used by a particular company will, most likely, only ask some of the questions found on this application. By completing this application in advance, and taking a copy of it with you, you will be able to transcribe your answers from this application to the company's application.

**Directions: Complete all questions. Print or type responses. If unable to complete a response in the space provided, complete your answer in the space provided in item 30 on page 4.**

1. Kind of position or job for which you are applying (give the job title or job announcement number) <i>Customer Service Representative</i>	
2. Other positions for which you would like to be considered <i>Loan Officer or New Account Representative</i>	
3. Name (Last, First, Middle) <i>Simmons, Susan J.</i>	
4. Street address (No P.O. Box Numbers) <i>127 Blackrock Drive</i>	5. Apartment number <i>#105</i>
6. City <i>Anytown</i>	7. State <i>Virginia</i> 8. Zip <i>99999</i>
9. If mailing address is different, provide address <i>P.O. Box 199, Anytown, VA 99999</i>	10. E-mail address <i>Susan123@aol.com</i>
11. Telephone number <i>(999) 555-0010</i>	12. Cell phone number <i>(999) 555-9919</i>
13. Have you ever been employed by this company? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, provide dates of employment: From: Month _____ Yr _____ to Month _____ Yr _____	
14. What starting salary would be acceptable to you? Per hour <i>Negotiable</i> Per month _____	
15. When would be the earliest date that you would be available to start work? Month <i>March</i> Day <i>1st</i> Year <i>2018</i>	
16. Are you available for: Part-time work      Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> To relocate      Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Overnight travel      Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	17. Would you consider temporary work of: Less than 3 months      Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> 3 - 6 months      Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> 9 - 12 months      Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
18. Hours preferred:      No preference <input type="checkbox"/> or      Start work at <i>8 a.m.</i> (enter time of day). Days of the week:      No preference <input checked="" type="checkbox"/> or      Circle the days of the week that you prefer to work:  Sun      Mon      Tues      Wed      Thur      Fri      Sat	
19. Military experience: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, list branch of service: _____ Dates of active duty: From _____ to _____ Primary duties _____ _____ _____	



Imperial Valley College Career Services Center  
380 E. Aten Road, Room 1601  
Imperial, CA 92251  
Phone: (760)355-5721  
[www.imperial.edu/careerservicescenter](http://www.imperial.edu/careerservicescenter)



20. Experience. <b>Begin with current or most recent job. List each job separately even though it may have been with the same employer. Account for all jobs during the past ten years. Use additional sheets, if necessary.</b>		
Name of employer <i>Henry Construction</i>		Immediate supervisor <i>John Henry</i>
Address of employer <i>916 Main Street</i>		Telephone number <i>(999) 555-6565</i>
City <i>Anytown</i>	State <i>Virginia</i>	Zip code <i>99999</i>
Type of business <i>Home Remodeling</i>		Your job title <i>Secretary/ Bookkeeper</i>
Dates of employment From Month <i>September</i> Yr <i>2011</i> to Month <i>Present</i> Yr _____		
Reason for leaving: <i>Employer retiring</i>		
Salary range: Beginning wage \$ <i>15.50</i> per <i>hour</i> Ending wage \$ <i>18.50</i> per <i>hour</i>		
Duties (be specific): <i>Answer telephone. Schedule appointments. General correspondence. Keep company books using computer. Make bank deposits.</i>		
Special training that you received: <i>One week course at Community College on Accounting software.</i>		
Name of employer <i>Home Town National Bank</i>		Immediate supervisor <i>Bill Smith</i>
Address of employer <i>19 South Street</i>		Telephone number <i>(999) 555-1000</i>
City <i>Anytown</i>	State <i>Virginia</i>	Zip code <i>99999</i>
Type of business <i>Full service bank</i>		Your job title <i>Teller</i>
Dates of employment From Month <i>June</i> Yr <i>2002</i> to Month <i>September</i> Yr <i>2010</i>		
Reason for leaving: <i>Return to school to complete Associate Degree</i>		
Salary range: Beginning wage \$ <i>9.50</i> per <i>hour</i> Ending wage \$ <i>16.00</i> per <i>hour</i>		
Duties (be specific): <i>Served customers. Maintained record of transactions. Counted money. Responsible for ATM. Assisted loan officer.</i>		
Special training that you received: <i>Course on how to service the ATM. Customer service class.</i>		
Name of employer <i>Yourtown Department Store</i>		Immediate supervisor <i>Mary Jones</i>
Address of employer <i>2695 North Main Street</i>		Telephone number <i>(999) 555-2005</i>
City <i>Anytown</i>	State <i>Virginia</i>	Zip code <i>99999</i>
Type of business <i>Department Store</i>		Your job title <i>Sales Clerk</i>
Dates of employment From Month <i>July</i> Yr <i>1996</i> to Month <i>June</i> Yr <i>2000</i>		
Reason for leaving: <i>To care for newborn child.</i>		
Salary range: Beginning wage \$ <i>6.50</i> per <i>hour</i> Ending wage \$ <i>8.50</i> per <i>hour</i>		
Duties (be specific): <i>Waited on customers. Stocked shelves. Labeled clothes. Operated cash register. Processed credit cards. Accepted returns.</i>		
Special training that you received: <i>In store training on cash register.</i>		

21. Explain all gaps in your employment that were 3 months or greater:

From: Month June Yr 2000 to Month June Yr 2002 Reason See #30

From: Month Sept Yr 2010 to Month Sept Yr 2011 Reason Full-time school

From: Month \_\_\_\_\_ Yr \_\_\_\_\_ to Month \_\_\_\_\_ Yr \_\_\_\_\_ Reason \_\_\_\_\_

22. List special qualifications and skills that you have. **Knowledgeable of several computer accounting programs. Proficient with computer applications like Excel, Word and Dreamweaver.**

23. List professional association memberships. **None**

24. List licenses or certifications (list state and expiration date, if applicable).  
**Virginia Driver's License - Expires April, 2020.**

25. If currently employed, may we contact your employer and/or supervisor?  
 Yes  No

26. Education:  
Indicate highest level of education. Associate Degree  
List, beginning with high school, all schools attended. Indicate city and state of school, degree (if any) and major subject

School name	City and State	Degree	Major Subject
<u>Anytown High School</u>	<u>Anytown, VA</u>	<u>Diploma</u>	<u>Business</u>
<u>State Community College</u>	<u>Southville, VA</u>	<u>A.A.</u>	<u>Business</u>
_____	_____	_____	_____
_____	_____	_____	_____

Other training. Describe any other formal or informal training received in the past ten years. Provide dates of attendance, course length, location and certificate received.  
One week course, "Using the Smith Accounting System"

27. List honors, awards, etc., received. **President of Business Club in high school.**

28. References: List three persons not related to you who are able to verify the information provided in this application. Do not list supervisors mentioned above.

Name	Mailing Address	Telephone Number
<u>Mary Samuel</u>	<u>P.O. Box 19</u> Street Address <u>North, VA 99998</u> City, State and Zip	<u>(999) 555-2626</u>
<u>Rev. Martin Bolles</u>	<u>2620 Main Street</u> Street Address <u>South, VA 99997</u> City, State and Zip	<u>(999) 555-2727</u>
<u>Frank Gibbs</u>	<u>970 Smyth</u> Street Address <u>Anytown, VA 99999</u> City, State and Zip	<u>(999) 555-6999</u>

29. Respond to the following questions:
- |  | Yes                                 | No                                  |
|--|-------------------------------------|-------------------------------------|
| a. Are you eligible to work in the U.S.?                     | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| b. Have you ever been convicted of a felony? *               | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| c. Have you ever been convicted of a drug-related crime? *   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| d. Do you have a valid driver's license?                     | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| e. Do you have any blood relatives employed by this company? | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

If yes, name of relative: Betty Wilson

Relation to you: Sister-in-law (see #30)

(Company may have a nepotism policy that prohibits close relatives from working in the same department or division)

- f. Have you applied for employment with this company before?  Yes  No

If yes, when Month \_\_\_\_\_ Year \_\_\_\_\_

\* Conviction will not necessarily disqualify the applicant from employment.

30. Additional information. Use this space to expand upon your answers to questions. Indicate item number.

Item Number

21 Took care of sick child. Child is well now and does not require my attention.

29 Betty Wilson works in the South Fork Branch office and would not be my supervisor.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

31. Candidate statement: Use this space to communicate to the company any special information not listed in the application.

*I am excited about the possibility of working in a bank again. I enjoyed my 7 1/2 years at National. This new job would allow me to use my experience in banking, my knowledge of the people who live in Anytown and my education at State Community College.*

**Notice:** *All information supplied by the applicant is subject to review and verification by the employer. Inaccurate information may result in rejection of the application or dismissal from employment.*

*"I certify that all of the statements made by me are true, complete and correct to the best of my knowledge and belief."*

**Susan Smmons**

**February 8, 2017**

Applicant Signature

Date