

Sample Application for Students with Job Experience

Employment History

Most recent employer goes first (include relevant community service and volunteer work).

(Examples: Cashier, Customer Service Representative, Teacher's Aide, Sales Floor Representative, Receptionist. See sample applications).

Name of Employer: <i>Target</i>	Job Title: <i>Team Member</i>	Date Started: <i>May 2005</i>	Date Ended: <i>Present</i> <small>(means that you are still working there)</small>
	Duties: <i>Organize</i>		
Address: <i>4519 Yellow Pine Drive</i>	<i>stock room and shelves,</i>	Supervisor's Name: <i>Vicky Luna</i>	
	<i>take inventory weekly,</i>		
City, State, Zip: <i>Colma, CA 94014</i>	<i>customer service, cash</i>	Starting Salary: <i>\$8.00 p/hr.</i>	Ending Salary: <i>\$8.00 p/hr.</i>
	<i>handling, assist in training</i>		
Phone number: <i>650-555-5555</i>	<i>of new hires.</i>	Reason for leaving: (circle one) seeking advancement, temporary, career change, relocated, reduction in force, business closed, job ended, conflicted with school hours (no longer a problem), present.	

Previous employer

Name of Employer: <i>Macy's</i>	Job Title: <i>Sales Associate</i>	Date Started: <i>June 2004</i>	Date Ended: <i>March 2005</i>
	Duties: <i>Customer service,</i>		
Address: <i>41 Serramonte Boulevard</i>	<i>cash handling, educated</i>	Supervisor's Name: <i>Dale Cane</i>	
	<i>customers on products,</i>		
City, State, Zip: <i>Daly City, CA 94015</i>	<i>regularly attended</i>	Starting Salary: <i>\$7.00 p/hr.</i>	Ending Salary: <i>\$7.75 p/hr.</i>
	<i>trainings, organized store</i>		
Phone number: <i>650-555-5555</i>	<i>merchandise.</i>	Reason for leaving: (circle one) <u>seeking advancement</u> , temporary, career change, relocated, reduction in force, business closed, job ended, conflicted with school hours (no longer a problem), school resumed.	

Previous employer

Name of Employer: <i>Carmen's Hair Salon</i>	Job Title: <i>Front Desk Clerk</i>	Date Started: <i>January 2004</i>	Date Ended: <i>June 2004</i>
	Duties: <i>Greeted and</i>		
Address: <i>778 Happy Circle</i>	<i>directed clients, scheduled</i>	Supervisor's Name: <i>Jill Australia</i>	
	<i>appointments,</i>		
	<i>cleaned, handled phones,</i>		
City, State, Zip: <i>San Mateo, CA, 94402</i>	<i>fax, client database,</i>	Starting Salary: <i>Volunteer</i>	Ending Salary: <i>Volunteer</i>
	<i>and filing.</i>		
Phone number: <i>650-555-5555</i>		Reason for leaving: (circle one) seeking advancement, <u>temporary</u> , career change, relocated, reduction in force, business closed, job ended, conflicted with school hours (no longer a problem), school resumed.	

Other Activities, Certificates, & Awards (Please list any Clubs, Sports, School Activities, etc.)

Examples: Basketball, Baseball, Football, Cheerleading, Yearbook Committee, Student Government (include position held), Latin Club, Tutor (include subject - English, Spanish, Algebra, etc.), Honor Roll.