

Sample Application for Students with No Job Experience

Volunteer History

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

(Examples: Volunteer Work Supervisors, Teacher's Aide, Tutor (include subject), Babysitter/Childcare Provider, Yard Work. See sample applications).

BABYSITTING JOB

Name of Employer: <i>Self-employed</i>	Job Title: <i>Childcare Provider</i>	Date Started: <i>May 2003</i>	Date Ended: <i>Present</i> <small>(means that you are still working there)</small>
	Duties: <i>Supervise</i>		
Address: <i>412 Woodrow Street</i>	<i>siblings (2 and 4 years old), feed and play</i>	Supervisor's Name: <i>N/A</i>	
City, State, Zip: <i>South San Francisco, CA 94080</i>	<i>with them, bathe them, maintain safety.</i>	Starting Salary: <i>N/A or write pay amount</i> <small>(means that you did not get paid)</small>	Ending Salary: <i>N/A or write pay amount</i> <small>(means that you did not get paid)</small>
Phone number: <i>650-555-5555</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), <u>present</u> .	

Previous employer

GARDENING JOB

Name of Employer: <i>Self-employed</i>	Job Title: <i>Landscaper</i>	Date Started: <i>June 2004</i>	Date Ended: <i>August 2004</i>
	Duties: <i>Trimmed bushes, mowed lawns, raked leaves, cleaned up debris,</i>		
Address: <i>Various sites</i>	<i>fertilized plants.</i>	Supervisor's Name: <i>N/A</i>	
City, State, Zip: <i>Daly City, CA 94015</i>		Starting Salary: <i>\$20/day</i>	Ending Salary: <i>\$20/day</i>
Phone number: <i>650-555-5555</i>		Reason for leaving: (circle one) seeking advancement, temporary, <u>career change</u> , relocated, reduction in force, business closed, job ended, conflicted with school hours (no longer a problem), school resumed.	

Previous employer

HELPING FAMILY MEMBER AT JOB

Name of Employer: <i>Myers & Associates, Inc.</i>	Job Title: <i>Personal Assistant</i>	Date Started: <i>January 2004</i>	Date Ended: <i>June 2004</i>
	Duties: <i>Filed paperwork, organized office supplies, scheduled appointments,</i>		
Address: <i>498 Mission Street</i>	<i>cleaned up work area.</i>	Supervisor's Name: <i>Rita Myers</i>	
City, State, Zip: <i>Daly City, CA 94015</i>		Starting Salary: <i>\$7.00/hr</i>	Ending Salary: <i>\$7.00/hr</i>
Phone number: <i>(650) 555-5555</i>		Reason for leaving: (circle one) seeking advancement, temporary, career change, relocated, reduction in force, business closed, <u>job ended</u> , 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.

Availability: What days and times can you work? (NOTE: "OPEN" MEANS ANYTIME ON JOB APPLICATIONS)

SUN	MON	TUES	WED	THUR	FRI	SAT
OPEN	4 PM	N/A	5 PM	5 PM	4 PM	OPEN
OPEN	9 PM	N/A	8 PM	8 PM	7 PM	OPEN

References

(Examples: Coaches, Teachers, Past Supervisors, Career Counselors, Church Pastor, etc.)

Name of Person: <i>Ms. Tiffany Dene</i>	Phone # <i>650-555-5555</i>	Business <i>Education</i>	Relationship to you <i>Teacher</i>
Name of Person: <i>Rita Myers</i>	Phone # <i>650-555-5555</i>	Business <i>Marketing</i>	Relationship to you <i>Supervisor</i>
Name of Person: <i>Dave Riley</i>	Phone # <i>650-555-5554</i>	Business <i>Education</i>	Relationship to you <i>Coach</i>

TRANSPORTATION: CAR ☒ BUS ☒ OTHER _____ LOWEST WAGE WILL ACCEPT OPEN

TYPE OF WORK SEEKING Cashier, Grocery Store,

(EXAMPLE: CHILDCARE, RETAIL, FAST FOOD, ETC. IF THERE'S NO PREFERENCE WRITE "OPEN")

DO YOU HAVE A CALIFORNIA DRIVERS LICENSE? NO HAVE YOU EVER BEEN CONVICTED OF A FELONY? NO

Education

School	Name & Address	Last Year Completed (circle)	Degree Received	Subjects / Major
High School	<i>South San Francisco High School</i>	1 2 3 <u>4</u>	If not graduated yet, write <u>Still Attending</u> , <u>N/A</u> or <u>Graduated (Month/Year)</u>	If in high school, write <u>General Education</u>
	<i>400 B Street</i>			
	<i>South San Francisco, CA 94080</i>			
College	<i>N/A</i>	1 2 3 4		
Other (Training Classes)	<i>ROP (Regional Occupational Program)</i>	<u>1</u> 2 3 4	If you earned a certificate, write it here: <i>Certificate</i>	<i>Completion of MS Office</i>
	<i>271 - 92nd Street</i>			
	<i>Daly City, CA 94015</i>			

Additional Information to include on job applications:

Skills / Qualities

- | | | | | | |
|---|--------------------------------------|---|---|--|---------------------------------------|
| <input type="checkbox"/> Customer Service | <input type="checkbox"/> Team Player | <input type="checkbox"/> Child Care (babysitting) | <input type="checkbox"/> Stock/Inventory | <input type="checkbox"/> Hard-working | <input type="checkbox"/> Leadership |
| <input type="checkbox"/> Cash handling | <input type="checkbox"/> Organized | <input type="checkbox"/> Punctual | <input type="checkbox"/> Answer phones | <input type="checkbox"/> File documents | <input type="checkbox"/> Supervision |
| <input type="checkbox"/> Quick learner | <input type="checkbox"/> Bilingual | <input type="checkbox"/> Knowledgeable with office machines (fax, copy) | <input type="checkbox"/> Housekeeping/ cleaning | <input type="checkbox"/> Warehouse | |
| <input type="checkbox"/> Computer skills | <input type="checkbox"/> Tutor | <input type="checkbox"/> Data entry | <input type="checkbox"/> Landscape/Yard work | <input type="checkbox"/> Works well under pressure | <input type="checkbox"/> Flexible |
| <input type="checkbox"/> Takes initiative | <input type="checkbox"/> Sales | <input type="checkbox"/> Positive attitude | <input type="checkbox"/> Detail-oriented | <input type="checkbox"/> Follows direction well | <input type="checkbox"/> Self-starter |
| <input type="checkbox"/> Reliable | <input type="checkbox"/> Committed | <input type="checkbox"/> Dependable | <input type="checkbox"/> Mechanically inclined | <input type="checkbox"/> Responsible | <input type="checkbox"/> Independent |

Signature _____

Date _____