

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) seeking advancement, 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, temporary, 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.

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

SUN	MON	TUES	WED	THUR	FRI	SAT
OPEN	4PM	4PM	4PM	4PM	4PM	OPEN
OPEN	9PM	9PM	9PM	9PM	OPEN	OPEN

References

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

Name of Person: <i>Vicky Luna</i>	Phone # <i>650-555-5555</i>	Business <i>Retail</i>	Relationship to you <i>Supervisor</i>
Name of Person: <i>Dale Cane</i>	Phone # <i>650-555-5555</i>	Business <i>Retail</i>	Relationship to you <i>Supervisor</i>
Name of Person: <i>Jill Australia</i>	Phone # <i>650-555-5555</i>	Business <i>Cosmetology</i>	Relationship to you <i>Supervisor</i>

TRANSPORTATION: CAR J BUS J OTHER LOWEST WAGE WILL ACCEPT OPEN

TYPE OF WORK SEEKING Administrative, Customer Service

(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> , OR <u>Graduated</u> (Month/Year)	If in high school, write <u>General Education</u>
	<i>400 B Street</i>			
	<i>South San Francisco, CA 94080</i>			
College	<i>Cañada Community College</i>	<u>1</u> 2 3 4	If not graduated yet, write <u>Still Attending</u> , OR <u>Graduated</u> (Month/Year)	Spanish, Speech Communication
	<i>4200 Farmhill Boulevard</i>			
	<i>Redwood City, CA 94061</i>			
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 _____