

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.