

Sample Completed Employment Application

Sample Company is an equal opportunity employer and fully subscribes to the principles of equal employment. All applicants and employees are considered for hire and promotion without regard to race, color, religion, gender, national origin, age, handicap or status as a veteran.

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>2011</i>		
16. Are you available for: Part-time work <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No To relocate <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Overnight travel <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		17. Would you consider temporary work of: Yes No Less than 3 months <input type="checkbox"/> <input checked="" type="checkbox"/> 3 - 6 months <input type="checkbox"/> <input checked="" type="checkbox"/> 9 - 12 months <input checked="" type="checkbox"/> <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 _____ _____ _____		

CareerSource Tampa Bay
9215 N. Florida Ave Ste 101
Tampa, FL 33612
813-930-7400



20. Experience. 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.		
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 <u><i>September</i></u> Yr <u><i>2006</i></u> to Month <u><i>Present</i></u> Yr _____		
Reason for leaving: <i>Employer retiring</i>		
Salary range: Beginning wage \$ <u><i>14.50</i></u> per <u><i>hour</i></u> Ending wage \$ <u><i>18.50</i></u> per <u><i>hour</i></u>		
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 <u><i>June</i></u> Yr <u><i>2002</i></u> to Month <u><i>September</i></u> Yr <u><i>2005</i></u>		
Reason for leaving: <i>Return to school to complete Associate Degree</i>		
Salary range: Beginning wage \$ <u><i>9.50</i></u> per <u><i>hour</i></u> Ending wage \$ <u><i>13.00</i></u> per <u><i>hour</i></u>		
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 <u><i>July</i></u> Yr <u><i>1996</i></u> to Month <u><i>June</i></u> Yr <u><i>2000</i></u>		
Reason for leaving: <i>To care for newborn child.</i>		
Salary range: Beginning wage \$ <u><i>6.50</i></u> per <u><i>hour</i></u> Ending wage \$ <u><i>8.50</i></u> per <u><i>hour</i></u>		
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>		