

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 on a separate sheet of paper and attach it to this application. **4.**

1. [REDACTED] (Title or job announcement number)		
2. Other positions for which you would like to be considered Loan Officer or New Account Representative		
3. Name (Last, First, Middle) Simmons, Susan J.		
4. Street address (No P.O. Box Numbers) 127 Blackrock Drive	5. Apartment number #105	
6. City Anytown	7. State Virginia 8. Zip 99999	
9. If mailing address is different, provide address P.O. Box 199, Anytown, VA 99999		
10. E-mail address [REDACTED]		
11. Telephone number [REDACTED]	12. Cell phone number [REDACTED]	
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 Negotiable Per month _____		
15. When would be the earliest date that you would be available to start work? Month March Day 1st Year 2011		
16. Are you available for: Part-time work To relocate Overnight travel	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	17. Would you consider temporary work of: 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: Days of the week:	No preference <input type="checkbox"/> or Start work at 8 a.m. 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	(enter time of day).
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 _____ _____		

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	Henry Construction			Immediate supervisor	John Henry	
Address of employer	916 Main Street			Telephone number	(999) 555-6565	
City	Anytown			State	Virginia	Zip code 99999
Type of business	Home Remodeling			Your job title	Secretary/ Bookkeeper	
Dates of employment	From Month <u>September</u> Yr <u>2006</u> to Month <u>Present</u> Yr _____					
Reason for leaving:	Employer retiring					
Salary range:	Beginning wage \$ <u>14.50</u> per <u>hour</u> Ending wage \$ <u>18.50</u> per <u>hour</u>					
Duties (be specific):	Answer telephone. Schedule appointments. General correspondence. Keep company books using computer. Make bank deposits.					
Special training that you received:	One week course at Community College on Accounting software.					
Name of employer	Home Town National Bank			Immediate supervisor	Bill Smith	
Address of employer	19 South Street			Telephone number	[REDACTED]	
City	Anytown			State	Virginia	Zip code 99999
Type of business	Full service bank			Your job title	Teller	
Dates of employment	From Month <u>June</u> Yr <u>2002</u> to Month <u>September</u> Yr <u>2005</u>					
Reason for leaving:	Return to school to complete Associate Degree					
Salary range:	Beginning wage \$ <u>9.50</u> per <u>hour</u> Ending wage \$ <u>13.00</u> per <u>hour</u>					
Duties (be specific):	Served customers. Maintained record of transactions. Counted money. Responsible for ATM. Assisted loan officer.					
Special training that you received:	Course on how to service the ATM. Customer service class.					
Name of employer	Yourtown Department Store			Immediate supervisor	Mary Jones	
Address of employer	2695 North Main Street			Telephone number	(999) 555-2005	
City	Anytown			State	Virginia	Zip code 99999
Type of business	Department Store			Your job title	Sales Clerk	
Dates of employment	From Month <u>July</u> Yr <u>1996</u> to Month <u>June</u> Yr <u>2000</u>					
Reason for leaving:	To care for newborn child.					
Salary range:	Beginning wage \$ <u>6.50</u> per <u>hour</u> Ending wage \$ <u>8.50</u> per <u>hour</u>					
Duties (be specific):	Waited on customers. Stocked shelves. Labeled clothes. Operated cash register. Processed credit cards. Accepted returns.					
Special training that you received:	In store training on cash register.					

21. Explain all gaps in your employment that were 3 months or greater:

From: Month June Yr 2000 to Month June Yr 2002 Reason See #30
From: Month Sept Yr 2005 to Month Sept Yr 2006 Reason Full-time school
From: Month _____ Yr _____ to Month _____ Yr _____ Reason _____

22. List special qualifications and skills that you have. *Knowledgeable of several computer accounting programs. Proficient with computer applications like Excel, Word and Dreamweaver.*

23. List professional association memberships. None

24. List licenses or certifications (list state and expiration date, if applicable).

Virginia Driver's License - Expires April, 2012.

25. If currently employed, may we contact your employer and/or supervisor?

Yes No

26. Education:

Indicate highest level of education. Associate Degree

List, beginning with high school, all schools attended. Indicate city and state of school, degree (if any) and major subject

<u>School name</u>	<u>City and State</u>	<u>Degree</u>	<u>Major Subject</u>
<u>Anytown High School</u>	<u>Anytown, VA</u>	<u>Diploma</u>	<u>Business</u>
<u>State Community College</u>	<u>Southville, VA</u>	<u>A.A.</u>	<u>Business</u>

Other training. Describe any other formal or informal training received in the past ten years. Provide dates of attendance, course length, location and certificate received.

One week course, "Using the Smith Accounting System"

27. List honors, awards, etc., received. President of Business Club in high school.

28. References: List three persons not related to you who are able to verify the information provided in this application. Do not list supervisors mentioned above.

<u>Name</u>	<u>Mailing Address</u>	<u>Telephone Number</u>
<u>Mary Samuel</u>	<u>P.O. Box 19</u> Street Address <u>North, VA 99998</u> City, State and Zip	[REDACTED]
<u>Rev. Martin Bolles</u>	<u>2620 Main Street</u> Street Address <u>South, VA 99997</u> City, State and Zip	[REDACTED]
<u>Frank Gibbs</u>	<u>970 Smyth</u> Street Address <u>Anytown, VA 99999</u> City, State and Zip	[REDACTED]

29. Respond to the following questions:	Yes	No
a. Are you eligible to work in the U.S.?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Have you ever been convicted of a felony? *	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c. Have you ever been convicted of a drug-related crime? *	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d. Do you have a valid driver's license?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
e. Do you have any blood relatives employed by this company?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If yes, name of relative: <u>Betty Wilson</u>		
Relation to you: <u>Sister-in-law (see #30)</u>		
(Company may have a nepotism policy that prohibits close relatives from working in the same department or division)		
f. Have you applied for employment with this company before?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If yes, when Month _____	Year _____	
* Conviction will not necessarily disqualify the applicant from employment.		
30. Additional information. Use this space to expand upon your answers to questions. Indicate item number.		
Item Number		
<u>21</u>	<u>Took care of sick child. Child is well now and does not require my attention.</u>	
<u>29</u>	<u>Betty Wilson works in the South Fork Branch office and would not be my supervisor.</u>	
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31. Candidate statement: Use this space to communicate to the company any special information not listed in the application.		
<i>I am excited about the possibility of working in a bank again. I enjoyed my 2 1/2 years at National. This new job would allow me to use my experience in banking, my knowledge of the people who live in Anytown and my education at State Community College.</i>		
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Notice:	<i>All information supplied by the applicant is subject to review and verification by the employer. Inaccurate information may result in rejection of the application or dismissal from employment.</i>	
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<i>"I certify that all of the statements made by me are true, complete and correct to the best of my knowledge and belief."</i>		
<i>Susan Simmons</i>	<i>February 8, 2014</i>	
Applicant Signature	Date	