

SOFT SKILLS:

Network Support Specialists

Module 1: Going for an Interview

Worksheet

Activity 3

Filling Out a Job Application

Job Application

PERSONAL INFORMATION

Last Name _____ First Name _____ Middle Name _____

Address _____

City _____ State _____ Zip Code _____

Home Phone _____ Cell Phone _____ E-mail _____

What position are you applying for? _____

Are you a U.S. citizen? ☐ Yes ☐ No Do you have a Permanent Resident Card (Green Card)? ☐ Yes ☐ No

If you get this job, are you willing to take a drug test? ☐ Yes ☐ No

EDUCATION

School	Location	Years Attended	Degree or Certification	Major	Honors / Awards

Apprenticeship _____ Courses _____

EMPLOYMENT

Employer _____

Dates Employed: From _____ - _____
Year Year

Address _____

City _____ State _____

Position _____ ☐ Full-time ☐ Part-time

Responsibilities _____

Supervisor's name and title _____

Reason for leaving _____

REFERENCES

Name	Title / Position	Company	Phone Number

AUTHORIZATIONS

☐ I certify that all the information on this form is true and correct.

☐ I understand that incorrect or untrue information is reason for termination of employment.

☐ I authorize investigation of all the information on this application.

Signature: _____