

# job application

Project:

~~me~~

grade: **Sophomore** activity: **5.1**

**Objective:** Need a job to buy that \$800 Grill (advisors this is bling, bling for your teeth). Use this activity to practice filling out an application and get an edge on other applicants.

## How to get it done:

- Step 1: Read the information on this cover page with your advisory.  
Step 2: Practice filling out an application by using the worksheet provided.

## Application Forms

Application forms will need to be filled out when applying for continuing education and for employment. This is an opportunity to make a good first impression. Use this portion of your portfolio to keep all the records and information you will need to complete an application form. All applications **MUST BE COMPLETE, NEAT, ERROR FREE, TRUTHFUL, and SIGNED.**

Keep a neat copy of the Fill in the Blanks form in your portfolio to use as a reference when completing application forms. Also include in this section high-quality photocopies of completed applications for a job entrance into a post-secondary school, scholarship applications, or the military.

The following information will need to be available to complete application forms:

- Social Security Number
- Valid Driver's License Number
- Insurance Documentation (Medical and Vehicle)
- Names, addresses, and dates of all the schools you have attended
- Former employer's names and addresses, dates employed, salary information, positions held, and reasons for leaving
- References (names, addresses, and phone numbers)
- Transcripts
- Family or legal guardian information
- Test scores
- School and community activities
- Veteran information

# tip

• 75% of applications received are either messy, incomplete, or completed incorrectly • **Read carefully and follow directions** • Use a black ink ballpoint pen • **Do a rough draft first and correct errors before completing the actual application** • Answer all of the questions: if a question does not apply to you, write NA (not applicable) • **Be positive; do not volunteer negative experiences** • Copies of your application will be useful when filling out future applications.



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**FORMER EMPLOYERS** (List below last three employers, starting with last one first)

Date, Month, Year	Name and Address of employer	Salary	Position	Reason for leaving
From To				
From To				
From To				
From To				

Which of these jobs did you like best?

What did you like most about this job?

**REFERENCES** Give the names of three persons not related to you, whom you have known at least one year.

Name	Address	Business	Years Acquainted
1			
2			
3			

In case of emergency notify

Name Address Phone No.

"I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be terminated at any time.

In consideration of my employment, I agree to conform with the company's rules and regulations, and I agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at either my or the company's option. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time by the company. I understand that no company representative, other than it's president, and then only when in writing and signed by the president, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing."

Date

Signature

This form has been revised to comply with the provisions of the Americans with Disabilities Act and the final regulations and interpretive guidance promulgated by the EEOC on July 26, 1991.

This form has been designed to strictly comply with State and Federal fair employment practice laws prohibiting employment discrimination. This Application for Employment Form is sold for general use throughout the United States. TOPS assumes no responsibility for the inclusion in said form of any questions which, when asked by the Employer of the Job Applicant, may violate State and/or Federal Law.

This is an altered version of the TOPS Form 3285 (92-8)