

Sample Completed Employment Application

This Sample Blank Employment Application includes most of the questions asked on employment applications. The actual application used by a particular company will, most likely, only ask some of the questions found on this application. By completing this application in advance, and taking a copy of it with you, you will be able to transcribe your answers from this application to the actual application.



Imperial Valley College Career Services Center
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www.imperial.edu/careerservicescenter



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>September</u> Yr <u>2011</u> to Month <u>Present</u> Yr _____		
Reason for leaving: <i>Employer retiring</i>		
Salary range: Beginning wage \$ <u>15.50</u> per <u>hour</u> Ending wage \$ <u>18.50</u> per <u>hour</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>June</u> Yr <u>2002</u> to Month <u>September</u> Yr <u>2010</u>		
Reason for leaving: <i>Return to school to complete Associate Degree</i>		
Salary range: Beginning wage \$ <u>9.50</u> per <u>hour</u> Ending wage \$ <u>16.00</u> per <u>hour</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>July</u> Yr <u>1996</u> to Month <u>June</u> Yr <u>2000</u>		
Reason for leaving: <i>To care for newborn child.</i>		
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): <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>		

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 2010 to Month Sept Yr 2011 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, 2020.

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	<u>(999) 555-2626</u>
<u>Rev. Martin Bolles</u>	<u>2620 Main Street</u> Street Address <u>South, VA 99997</u> City, State and Zip	<u>(999) 555-2727</u>
<u>Frank Gibbs</u>	<u>970 Smyth</u> Street Address <u>Anytown, VA 99999</u> City, State and Zip	<u>(999) 555-6999</u>

