

Master Application Instructions

Begin preparing for a successful job search by completing a master application.

- Step 1. Use a pencil and answer every question. Print clearly and spell correctly.
- Step 2. Call your job counselor and schedule a time to come in and have him or her review your application and make corrections or suggestions for improvement.
- Step 3. Prepare the final copy by using black ink to make the changes recommended by your job counselor, who will give you a blank application if necessary.
- Step 4. Receive 15 hours of job search credit when your final copy is approved by your job counselor.
- Step 4. **USE YOUR MASTER APPLICATION!** Always carry it with you every time you apply for, or interview for a job.

MASTER EMPLOYMENT APPLICATION

Revised October, 2005

*To be considered for employment, you must answer every question completely and honestly.
You may be required to pass a drug screening and criminal background check.*

LEGAL ELIGIBILITY TO WORK IN THE UNITED STATES

Are you currently legally eligible to work in the United States?	Yes _____	No _____
Do you currently have valid photo ID?	Yes _____	No _____
Do you currently have a Social Security card?	Yes _____	No _____

INFORMATION ABOUT YOU

Your Name			
Last	First	Middle	
Mailing Address		Home Phone ()	Message Phone ()
City		State	Zip Code
Job you are applying for		Availability: Full-time _____ Part-time _____ Temp _____	Shift: Days _____ Afternoons _____ Nights _____
Salary Desired _____			

YOUR EDUCATION AND TRAINING

	Name of School	City	State or Country	Course of study	Diploma, Degree, Certificate received	Year you Completed
High School						
College						
Other Education/ Training						
Relevant Licenses/ Certificates						

MILITARY SERVICE

Branch of Service	Military Occupation	Rank at Discharge	Specialized Training

FOREIGN LANGUAGES YOU CAN SPEAK, READ, or WRITE

Speak			
Read			
Write			

YOUR JOB HISTORY (include all employment during the past 10 years)

CURRENT OR MOST RECENT EMPLOYER

Name of Company	Address	City	State or Country	Zip Code
Job Title	Dates of employment From To	Hourly wage \$	Reason for leaving	
Supervisor's Name	May we contact him/her?		Phone # ()	
Duties:				

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Duties:				

Explain any gaps in your work history that lasted three months or longer.

Describe any additional related experience, knowledge, skills, abilities that relate to the job you are applying for:

CONVICTION RECORD

Have you been convicted of any criminal offense other than minor traffic violations?

Misdemeanor? Yes _____ No _____

Felony? Yes _____ No _____

If you answered yes to the above questions, please explain:

Offense	State	Year

PROFESSIONAL REFERENCES – Do not list family. Provide names and addresses of people who have knowledge of your character and qualifications, and whom we may contact:

Name	Address	Phone
Name	Address	Phone
Name	Address	Phone

APPLICANT'S STATEMENT (read carefully before signing)

All information provided by me is true and correct to the best of my knowledge. I understand omissions or misrepresentations may result in rejection of my application or if employed, may result in dismissal. I hereby authorize this Company to verify, at any time, any information contained in this application. I understand this is a preliminary application and not a contract to employ me. Furthermore, in the event I am employed, my employment shall be completely voluntary and may be terminated at will at any time by either myself or the company. I understand that any employment agreement to the contrary must be in writing and approved by the Company's President. If employed, I agree to comply with all rules of the Company as a condition of continued employment.

DATE _____

SIGNATURE OF APPLICANT _____

DO NOT WRITE BELOW THIS LINE

FOR PERSONNEL DEPARTMENT ONLY		
Date Applied	Arrange Interview Yes _____ No _____	Notes
Employed Yes _____ No _____	Date of Employment	
Job Title	Salary	