

Eastside Literacy Workplace Skills Handout

Sample Job Application

Personal Section:

| | | | |
|-------------|-------------|--------------|-----------|
| Name | Last | First | MI |
|-------------|-------------|--------------|-----------|

| | | | |
|------------------------------------|-------------|--------------|-----------------|
| House or Apartment Address: | City | State | Zip Code |
|------------------------------------|-------------|--------------|-----------------|

| | |
|--------------------------|-------------------------------------|
| Home phone number | Message or Cell phone Number |
|--------------------------|-------------------------------------|

| | |
|-------------------------------|--------------------------------|
| Social Security Number | Driver's License Number |
|-------------------------------|--------------------------------|

Position Applying for:

| | |
|-----------------------------------|--------------------------------|
| Position being applied for | Date you can start work |
|-----------------------------------|--------------------------------|

Salary desired

Past Job Experience or Work

| | |
|------------------|-----------------|
| Job Title | Employer |
|------------------|-----------------|

| | | | | |
|----------------|-------------|--------------|-----------------|-------------------------|
| Address | City | State | Zip Code | Telephone Number |
|----------------|-------------|--------------|-----------------|-------------------------|

| | |
|----------------------------|----------------------------|
| Dates of employment | Reasons for leaving |
|----------------------------|----------------------------|

| | |
|------------------|-----------------|
| Job Title | Employer |
|------------------|-----------------|

| | | | | |
|----------------|-------------|--------------|-----------------|-------------------------|
| Address | City | State | Zip Code | Telephone Number |
|----------------|-------------|--------------|-----------------|-------------------------|

| | |
|----------------------------|----------------------------|
| Dates of employment | Reasons for leaving |
|----------------------------|----------------------------|

Formal Education:

| | | |
|---------------|-------------|--------------|
| School | City | State |
|---------------|-------------|--------------|

| | |
|-----------------------|----------------------|
| Dates attended | Degree earned |
|-----------------------|----------------------|

| | | |
|---------------|-------------|--------------|
| School | City | State |
|---------------|-------------|--------------|

| | |
|-----------------------|----------------------|
| Dates attended | Degree earned |
|-----------------------|----------------------|

References:

| | | | | |
|-------------|----------------|-------------|--------------|-----------------|
| Name | Address | City | State | Zip Code |
|-------------|----------------|-------------|--------------|-----------------|

| | |
|---------------------|--------------|
| Phone Number | Title |
|---------------------|--------------|

| | | | | |
|-------------|----------------|-------------|--------------|-----------------|
| Name | Address | City | State | Zip Code |
|-------------|----------------|-------------|--------------|-----------------|

| | |
|---------------------|--------------|
| Phone Number | Title |
|---------------------|--------------|

| | | | | |
|-------------|----------------|-------------|--------------|-----------------|
| Name | Address | City | State | Zip Code |
|-------------|----------------|-------------|--------------|-----------------|

| | |
|---------------------|--------------|
| Phone Number | Title |
|---------------------|--------------|