Practice Job Application

Most job applications ask for the same things. Fill this one out for practice, then keep it to copy from.

Before you start, gather:

- ☐ Your address, phone and email
- ☐ Your school's name and city
- ☐ The days and times you can work
- ☐ Names and dates of past jobs or volunteer work
- ☐ 3 references (ask them first)
- ☐ A pen with black or blue ink

ABOUT YOU

Last name	First name	Middle name
Street address		
City	State	ZIP code
Phone number	Email address	

THE JOB

Position you want	☐ Full-time ☐ Part-time
Pay you expect	Date you can start
Days and hours you can work	
Have you worked here before? ☐ Yes ☐ No	If yes, when?

WORK HISTORY (start with your most recent job or volunteer work)

Employer	From (month/year)	To (month/year)	Phone
Job title	Supervisor's name		
What you did			
Pay (start and end)	Reason for leaving		

Employer	From (month/year)	To (month/year)	Phone
Job title	Supervisor's name		
What you did			
Pay (start and end)	Reason for leaving		

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EDUCATION		
High school	City and state	Graduation date
Diploma or certificate	Clubs, awards or special classes	
Other school or training program	City and state	Dates
Program or major	Certificate or degree	

SKILLS
Skills that fit this job (for example: computer skills, languages you speak, equipment you can use)

REFERENCES (not family members; ask them first)		
Name	How you know them	Phone or email
Name	How you know them	Phone or email
Name	How you know them	Phone or email

PLEASE READ AND SIGN

I certify that the information in this application is true and complete. I understand that false information may lead to my application being rejected or my employment ending.

This means: everything I wrote is true. If it is not, I may not get the job, or I may lose it.

Signature _____ Date _____

Application tips

Print neatly and fill in every box. Write "N/A" if a question does not apply to you.

Check your spelling, and have someone you trust read it before you hand it in.

Some applications ask for your Social Security number. Only share it with an employer you know is real, and ask an adult you trust if you are not sure.

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