
APPLICATION CHECK LIST

- Read over the entire application **before** beginning to fill it out
- Ask for two copies of the application or have one application and a blank sheet of paper
- Fill out first application in pencil or fill out information on a blank sheet of paper
- Print in black ink or type the application
- Write so that the application is clear and readable
- Check for spelling
- Put a dash or "NA" for questions that did not apply to you
- Complete the application, make sure all blanks are filled out
- Look over the entire application to make sure all the information is correct
- Ask someone to check over your application
- Transfer information from your first copy (pencil) to the second copy and fill it out in pen (black ink)
- Signed your name in cursive
- Make sure your application is not folded or wrinkled
- Hand in application

COMMONLY USED ABBREVIATIONS JOB APPLICATION FORM

Student will commit to memory the following abbreviations that are commonly found on various job application forms.

- | | | |
|-----|-----|------------------------|
| 1. | co | company |
| 2. | dob | date of birth |
| 3. | zip | zip code |
| 4. | f | female |
| 5. | m | male |
| 6. | ht | height |
| 7. | wt | weight |
| 8. | ss# | social security number |
| 9. | mo | month |
| 10. | no | number |
| 11. | tel | telephone number |
| 12. | yr | year |

SAMPLE JOB APPLICATION FOR STUDENT TO COMPLETE

Application for Employment

(an equal opportunity employer)

PERSONAL INFORMATION

Date: _____

Name:

Last

First

Middle Initial

Social Security Number

Present Address:

Street

City

State

Zip

Permanent Address:

Street

City

State

Zip

Daytime Phone Number: ())

Other Phone Number: ())

EMPLOYMENT DESIRED

Position: _____ Date Available: _____ Salary Range Desired: _____

Are You Employed Now? _____ May We Inquire of Your Present Employer? _____

Have You Ever Applied to this Company Before? _____ Where? _____ When? _____

EDUCATION

Name of School and Location	# of Years Attended	Did You Graduate?	Subjects Studied
High School:			
College:			
Trade, Business, or Correspondence School:			
Other:			

GENERAL

Subjects of Special Study or Research Work: _____

Equipment/Instruments You Can Operate Well: _____

Computer Programs You Have Experience With: _____

What Foreign Languages Do You Speak Fluently? _____

Military Service: _____ Rank: _____ Present Membership In National Guard or Reserves? _____

(CONTINUED ON OTHER SIDE)

Adapted with permission for student practice from Form M660-26NR © Wilson Jones Company

FORMER EMPLOYERS List past employers below, starting with the most recent.

Date Month and Year	Name, Address of Employer	Position	Salary	Why did you leave?
From:				
To:				
From:				
To:				
From:				
To:				
From:				
To:				

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

	Name	Address and Phone	Occupation	Years Acquainted
1				
2				
3				

PHYSICAL RECORD: Do you have any physical condition which may limit your ability to perform the job applied for?

Explain: _____

In Case of
Emergency Notify: _____ () _____
Name Address Phone No.

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any previous notice.

Date: _____ Signature: _____

DO NOT WRITE BELOW THIS LINE

Interviewed By _____ Date _____

REMARKS: _____

Neatness		Character	
Personality		Ability	

Hired	For Dept.	Position	Will Report	Salary Wages
Approved: 1.		2.		3.
Employment Manager		Dept. Head		General Manager

Adapted with permission for student practice from Form M660-26NR © Wilson Jones Company

The next move is writing a cover letter for your resume... so you will get to see the employer... so you will get a chance to fill out the application... and get that job!

Student's Name _____

Job Application Rubric

CRITERIA	EXCELLENT	GOOD	SATISFACTORY	MINIMUM	SCORE & COMMENTS
PRESENTATION/ FORMAT	<ul style="list-style-type: none"> Overall appearance is clean, neat, and professional looking Printing is consistent in size and legible 	<ul style="list-style-type: none"> Overall appearance is clean and neat Printing is consistent in size and legible 	<ul style="list-style-type: none"> Overall appearance is clean and neat Printing could be improved, some inconsistencies in size 	<ul style="list-style-type: none"> Overall appearance is not clean and neat Printing needs to be improved, several inconsistencies in size 	
Ranking Points	10	8	6	4	
COMPLETENESS	<ul style="list-style-type: none"> All sections answered thoroughly and appropriately 	<ul style="list-style-type: none"> 1 or 2 sections not answered thoroughly and/or appropriately 	<ul style="list-style-type: none"> 3-4 sections not answered thoroughly and/or appropriately 	<ul style="list-style-type: none"> 5-6 sections not answered thoroughly and/or appropriately 	
Ranking Points	20	15	10	5	
GRAMMAR	<ul style="list-style-type: none"> Correct verb tense, capitalization and punctuation used throughout the application 	<ul style="list-style-type: none"> 1-2 errors in verb tense, capitalization and/or punctuation 	<ul style="list-style-type: none"> 3-4 errors in verb tense, capitalization and/or punctuation 	<ul style="list-style-type: none"> 5-6 errors in verb tense, capitalization and/or punctuation 	
Ranking Points	10	8	6	4	
SPELLING	<ul style="list-style-type: none"> No spelling errors 	<ul style="list-style-type: none"> 1-2 spelling errors 	<ul style="list-style-type: none"> 3-4 spelling errors 	<ul style="list-style-type: none"> 5-6 spelling errors 	
Ranking Points	10	8	6	4	
Teacher Note: Ranking Points may vary according to your grading system					TOTAL SCORE:

Comments: _____