

Name \_\_\_\_\_

Date \_\_\_\_\_

## What is a Job Application?



**Introduction:** A job application is a form most employers use when hiring people. These forms are convenient for the employer because information is arranged in a standard format and they can be quickly reviewed as a tool for selecting candidates to interview for a position. While application forms are not as versatile as a resume for highlighting your qualifications for a position, you can make them work to your advantage.

**Directions:** Complete the enclosed sample job application. Use the tips below to assist you.

### Application Completion Tips

- A. Be prepared. Take a copy of your resume with you. Having the entire information ready ahead of time will help you complete the application. If possible, ask if you can take the application home to complete. A complete, up-to-date Job Portfolio can be helpful.
- B. Read the entire application before you start. If possible, make a copy of the application so you can complete a draft. Follow directions carefully. Complete the application with a pen unless otherwise directed. This gives the employer an opportunity to check your handwriting. Some employers prefer the application to be completed on a typewriter or on-line, using word processing software.
- C. Use good grammar and punctuation, spell words correctly. Be neat; corrections and erasures should not be noticeable. Avoid all but the most common abbreviations.
- D. Be complete. Answer every question. If a question does not apply to you, write “does not apply” or “not applicable.”
- E. Be accurate. Make sure your dates of employment, names of employers, etc. are correct.
- F. If you list references, make sure you have their permission to do so.
- G. Don’t forget to sign and date your application. Make a copy for your files. Have someone else help you proofread the application if possible.

# Jobs for Montana Graduates

## Employment Application

APPLICANT INFORMATION					
Last Name		First		M.I.	Date
Street Address				Apartment/Unit #	
City		State		ZIP	
Phone		E-mail Address			
Date Available		Social Security No.		Desired Salary	
Position Applied for					
Are you a citizen of the United States?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	
				YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever worked for this company?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?	
Have you ever been convicted of a felony?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain	

EDUCATION				
High School		Address		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
				Degree
College		Address		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
				Degree
Other		Address		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
				Degree

REFERENCES	
<i>Please list three professional references.</i>	
Full Name	Relationship
Company	Phone ( )
Address	
Full Name	Relationship
Company	Phone ( )
Address	



Full Name	Relationship
Company	Phone ( )
Address	

**PREVIOUS EMPLOYMENT**

Company	Phone ( )	
Address	Supervisor	
Job Title	Starting Salary \$	Ending Salary \$

Responsibilities

From	To	Reason for Leaving
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May we contact your previous supervisor for a reference? YES  NO

Company	Phone ( )	
Address	Supervisor	
Job Title	Starting Salary \$	Ending Salary \$

Responsibilities

From	To	Reason for Leaving
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May we contact your previous supervisor for a reference? YES  NO

Company	Phone ( )	
Address	Supervisor	
Job Title	Starting Salary \$	Ending Salary \$

Responsibilities

From	To	Reason for Leaving
------	----	--------------------

May we contact your previous supervisor for a reference? YES  NO

Company	Phone ( )	
Address	Supervisor	
Job Title	Starting Salary \$	Ending Salary \$

Responsibilities

From	To	Reason for Leaving
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May we contact your previous supervisor for a reference? YES  NO

**DISCLAIMER AND SIGNATURE**

I certify that my answers are true and complete to the best of my knowledge.  
 If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature	Date
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