



Sample Job Application Form

PERSONAL INFORMATION:

Full Name: _____

Mailing Address: _____ City _____ State _____

Best Phone Number(s) to reach you: _____

Email Address: _____

EMPLOYMENT HISTORY (list at least 8 years work history):

Present or Last Position

Position Title: _____ From: _____ To: _____

Employer: _____

Address: _____ City _____ State _____

Supervisor: _____

Supervisor Phone: _____ Email _____

Responsibilities: _____

Reason for Leaving: _____

Salary: _____

Previous Position

Position Title: _____ From: _____ To: _____

Employer: _____

Address: _____ City _____ State _____

Supervisor: _____

Supervisor Phone: _____ Email _____

Responsibilities: _____

Reason for Leaving: _____

Salary: _____

Previous Position

Position Title: _____ From: _____ To: _____

Employer: _____

Address: _____ City _____ State _____

Supervisor: _____

Supervisor Phone: _____ Email _____

Responsibilities: _____

Reason for Leaving: _____

Salary: _____

Previous Position

Position Title: _____ From: _____ To: _____

Employer: _____

Address: _____ City _____ State _____

Supervisor: _____

Supervisor Phone: _____ Email _____

Responsibilities: _____

Reason for Leaving: _____

Salary: _____

EDUCATION

School: _____ Degree/Diploma/Other _____

Address: _____ City _____ State _____

School: _____ Degree/Diploma/Other _____

Address: _____ City _____ State _____

School: _____ Degree/Diploma/Other _____

Address: _____ City _____ State _____

List other relevant skills and qualifications: Licenses, Skills, Training, Awards

Note! The “Job Opportunities for Qualified Applicants Act” (better known as “Ban the Box”), took effect in 2015. It prohibits private employers with 15 or more employees, as well as all employment agencies, from:

- 1) Inquiring about an applicant’s criminal history until after the applicant’s qualifications have been reviewed.
- 2) This only covers the initial application phase, not the interview stage.
- 3) The “Ban the Box” law does not apply to employers that do fingerprint-based background checks.

For more detailed information on Ban the Box, please check out www.laborlawcenter.com or www.forbes.com.

REFERENCES

Most employers ask for 3 references. Prepare extra references on this worksheet.

Note! Please keep in touch with everyone who might be a reference for you!

Supervisor

Name _____
Title _____
Company _____
Address _____
Email _____
Phone _____

Co-Worker

Name _____
Title _____
Company _____
Address _____
Email _____
Phone _____

Subordinate

Name _____
Title _____
Company _____
Address _____
Email _____
Phone _____

Professor/ Teacher

Name _____
Title _____
Company _____
Address _____
Email _____
Phone _____

Customer or Vendor

Name _____
Title _____
Company _____
Address _____
Email _____
Phone _____

Community member

Name _____
Title _____
Company _____
Address _____
Email _____
Phone _____

www.lakecountyjobcenter.com