Job Application Information

GENERAL HINTS:

* Use Black pen.
* Print! - Do not write in cursive except for your signature at the end!
* Answer all questions. If it does not apply to you, write N/A which stands for Not Applicable.
* Carefully read every instruction BEFORE you start filling out the application to avoid mistakes.
* Keep it neat. If you make a mistake and you cannot get a new application, draw one line through the mistake and rewrite the correct information above or to the side.
* Keep all information positive.

APPLICANT INFORMATION

* Make sure to put your complete Last and First names and middle initial.
* Make sure to use current date in the following format: Month/Day/Year
* Make sure to put your current mailing address. –Do not abbreviate the city. Use

the common two letter state code for the state in all caps, without punctuation, for

example: UT

* Make sure to put your area code before your phone number. Use the following

format: (801) 402-6000

* Leave the Social Security Number blank. I do not want others in the school to

know your Social Security Number. You can put 123-45-6789, if you would like to.

* You are applying for a position as a Marine Biologist
* You are available for work “Immediately.”
* For the Desired Salary, put “Negotiable.” You don’t want to limit yourself or give a

number that is too low.

* If you are a citizen of the United States, answer yes. If not, answer yes to the question that asks if you are authorized to work in the U.S.
* You have never worked for this company before.
* Were you ever convicted of a felony? No

EDUCATION:

Education

|  |
| --- |
| Education |
| High School: | Brighton High School or Hillcrest High School | Address: | 2220 E Bengal Blvd. Cottonwood Heights, UT 84121 or 7350 S 900 E Midvale, UT 84047 |
| From:  | **2013** | To: | **2015** |  Did you graduate? | Yes Nox | Degree: | Diploma |
| College: |  | Address: |  |
| From:  | **2015** | To: | **2019** |  Did you graduate? | Yes Nox | Degree: | Marine Biology |
| College: |  | Address: |  |
| From:  |  | To: |  |  Did you graduate? | Yes Nox | Degree: | Marine Biology |

REFERENCES

* List three people who know you well (not a parent). If you don’t know their company or address and phone number, make it up! (only for this assignment).

PREVIOUS EMPLOYMENT

Job #1

* Employer’s Name: Sam’s Marina
* Phone #: (801) 463-0101
* Address: 777 N. 222 W. Salt Lake City, UT 84111
* Supervisor: Sam Michaels
* Job Title: Assistant to the Marina Manager
* Starting Salary: $7.50/hr
* Ending Salary: $8.00/hr
* Responsibilities: Assisting the Manager in managing the facilities.
* From: 08/2014
* To: Present
* Reason for Leaving: N/A
* May we contact your previous supervisor for a reference? yes

Job #2

* Employer’s Name: Dan and Jane Smith
* Phone #: (801) 892-0101
* Address: 777 N. 222 W. Sandy, UT 84121
* Supervisor: Dan and Jane Smith
* Job Title: Babysitter
* Starting Salary: $4.50/hr
* Ending Salary: $5.00/hr
* Responsibilities: Watching three children.
* From: 08/2010
* To: 08/2011
* Reason for Leaving: I wanted to improve my skills in the field of Biology.
* May we contact your previous supervisor for a reference? Yes

Job #3 – You only have to fill this one out if you want to.

* MILITARY EXPERIENCE
* Answer N/A in the first box.

DATE AND SIGN THE JOB APPLICATION. Remember that a signature should be

written in **cursive**.

\*\*Carefully read through the entire application and check for any mistakes.\*\*