

 BUILDING BLOCKS STUDENT WORKSHEET

Applying for jobs

Filling out a job application on paper or online is often the first step in getting a job. An application that's accurate, complete, and neat can help you make a positive impression with employers - and give you a better chance of getting the job you want.

Instructions

- 1 Read the scenario below.
- 2 Writing as neatly as you can, complete the job application form using a combination of your personal information and the information from the scenario.
- 3 Once you're done, check your application for any errors and correct as necessary.

Scenario

Pretend we've journeyed into the future. You're 16 years old. You're just finishing your sophomore year in high school. Your grade point average (GPA) is 3.5. Your Social Security number is 333-00-4444.

You're applying for a summer job as a cashier at a grocery store. This would be your first real job, and you're pretty excited. Pretend you worked before in an informal job (such as a babysitter, sports announcer/referee, lawn care helper, etc.). Imagine that your teacher or a neighbor was your "supervisor" for that informal job. That supervisor has agreed to be a reference for you. You have a reliable way to get to work, and you're able to perform all required duties. You can start work on June 15 and work eight hours a day on any day of the week through August 15. Now you'll need to fill out the job application.



Job application example

PERSONAL INFORMATION

Name:		Social Security number:	
Street address:			
City:		State:	Zip code:
Phone number:		Alt phone:	
Email:			
DOB:		Gender:	
Position you are applying for:		Date available to start work:	
Do you have reliable transportation to work?			
Have you ever been employed here before?		Are you over the age of 18?	
Are you capable of performing duties this job requires?			

Please fill in all the hours that you are available to work.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

EDUCATION

School name, city/state	Did you graduate?	Degree/courses	GPA
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		

WORK EXPERIENCE

Job	Employer and city/state	Start/end date	Supervisor

REFERENCES

Name of reference	Relationship to applicant	Contact information

I certify that all of the above information is true and complete to the best of my knowledge.

Signature: _____ Date: _____