

## Employment Application

Date: \_\_\_\_\_

Name in Full: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Social Security No.: \_\_\_\_\_

Current Employer: \_\_\_\_\_ Address: \_\_\_\_\_

Current Occupation: \_\_\_\_\_ For How Long: \_\_\_\_\_

Current Salary: \_\_\_\_\_ Minimum Salary Desired: \_\_\_\_\_

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### POSITIONS HELD OTHER THAN PRESENT ONE

<u>Employer</u>	<u>Service Dates</u>		<u>Address</u>	<u>Occupation</u>	<u>Name of Supervisor</u>
	<u>From</u>	<u>To</u>			
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

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### EDUCATION

<u>Name of Institution</u>	<u>Location</u>	<u>Years Attended</u>	<u>Diploma or Degree Received</u>
_____	_____	_____	_____
_____	_____	_____	_____

List your HOBBIES (Music, Dancing, Painting, etc.): \_\_\_\_\_

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### CHARACTER REFERENCES

<u>Name</u>	<u>Occupation</u>	<u>Address</u>
_____	_____	_____
_____	_____	_____

Signature of Applicant \_\_\_\_\_

### Interest Worksheet

Interest	→ Skill Level	→ Training Have/Needed
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_____	_____	_____
_____	_____	_____
_____	_____	_____

Environment	My Working Conditions
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I want to work in (hot, cold, inside, outside, smokeless, etc.) atmosphere:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Minimum pay desired: \_\_\_\_\_

Benefits needed: \_\_\_\_\_

\_\_\_\_\_

Hours I am available to work: \_\_\_\_\_

\_\_\_\_\_

I have \_\_\_\_ I do not have \_\_\_\_ transportation to get to work.

### Rating Sheet for Practice Interview

**This is the rating of how you performed during your interview with the "boss." You may not agree with the way you are rated. Discuss it with the rater and find out why you received the rating.**

**Directions: For each of the following items, write "Y" for yes and "N" for no:**

**Acted as if he or she wants the job:**

- \_\_\_\_\_ "Hello, Mr./Ms. \_\_\_\_
- \_\_\_\_\_ "I'm \_\_\_\_
- \_\_\_\_\_ Spoke loud enough
- \_\_\_\_\_ Courteous
- \_\_\_\_\_ Talked just enough
- \_\_\_\_\_ Gave good, clear answers
- \_\_\_\_\_ Showed he or she wanted to work
- \_\_\_\_\_ Answered honestly
- \_\_\_\_\_ Used good English
- \_\_\_\_\_ Maintained good eye contact
- \_\_\_\_\_ Seemed positive
- \_\_\_\_\_ Made some good points
- \_\_\_\_\_ Listened well

**Looked as if he or she wants the job:**

- \_\_\_\_\_ Walks confidently
- \_\_\_\_\_ Dresses appropriately
- \_\_\_\_\_ Hair neat
- \_\_\_\_\_ Clean
- \_\_\_\_\_ Awake and lively
- \_\_\_\_\_ Pleasant
- \_\_\_\_\_ Sits straight
- \_\_\_\_\_ Looks confident

--Rating sheet for Practice Interview taken from the Pennsylvania Extension Service--

1994: 4M