

Extension: Succeeding in the Workplace

Name _____ Date _____

Your Turn

Complete an application for a job that interests you right now or for a dream job in the future. Be sure to use this sheet for the final copy of your application. (See page 223 in *Inquire* for help.)

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

NAME _____ SOCIAL SECURITY NUMBER _____

ADDRESS _____

PHONE _____ ARE YOU 18 YEARS OR OLDER? Yes No

EMPLOYMENT DESIRED

POSITION _____ DATE YOU CAN START _____ SALARY DESIRED _____

CURRENT EMPLOYER _____ MAY WE CONTACT YOUR EMPLOYER? Yes No

EDUCATION	NAME AND LOCATION	YEARS	GRADUATE?
GRADE SCHOOL			
MIDDLE SCHOOL			
HIGH SCHOOL			
COLLEGE			

FORMER EMPLOYERS (START WITH THE LAST ONE)

MONTH/YEAR FROM TO	NAME AND ADDRESS/SALARY	POSITION	WHY LEFT?
FROM _____ TO _____			
FROM _____ TO _____			

REFERENCES NAME THREE NONRELATIVES YOU HAVE KNOWN AT LEAST 1 YEAR.

	NAME	ADDRESS	BUSINESS	YEARS
1.				
2.				
3.				

SIGNATURE OF APPLICANT _____ DATE _____

Follow-up: Exchange papers with a partner. Rate each other's application for clarity, neatness, and completeness by circling the appropriate number. Explain your rating to your partner.

Weak 1 2 3 4 5 6 7 8 Strong