

# Skills for Living – Week 5

May 4 – May 8, 2020 -- Due May 11 by 9:00 AM

Essential Question: How do I get a job?

Learning Targets: We are learning about different kinds of careers so that we can find something that interests us.

We are learning about job applications so that we understand how to fill them out correctly.

Success Criteria: I can explain the role humor can play in dark times.

I can explore my interests and what careers might appeal to me.

I can name some “do’s” and “don’ts” for job applications.

I can fill out a job application.

## YOUR ASSIGNMENTS (please read to the end before you start working!):

1) NYT Weekly Writing Prompt: Is It OK to Laugh During Dark Times?

Click here to access your [Weekly Writing Prompt from the New York Times](#). There are a lot of questions; you do not have to answer them all. Use the questions to guide your thinking, and write a response to the prompt (at least 150 words).

- You can send your response in either an email to me ([smitha@luhsd.net](mailto:smitha@luhsd.net)); a Google Doc shared with me; a Word Document emailed to me; or you can write your answers on a piece of paper (in [cursive!](#)), take a good picture, and email it to me or share it with me on the Remind.
- Be sure to write at least 150 words! I am really interested in your opinions on these topics!

2) [Career Interest Survey](#)

Now that we have finished talking about college, it’s time for a new unit: Careers! Some of you may know what you want to do for a career; some of you may have no idea. We are going to start thinking about careers that might interest us by taking this [Career Interest Survey](#).

- **Read the directions at the top of the page** and then go through the first two pages, circling the activity that you would rather do (out of the pairs of choices). It may be best to print these pages so that you can circle your choices clearly.
- When you have finished circling activities, go back and count all the times you circled each letter and fill out the chart under the heading “Career Evaluation.” **(Directions are on the second page.)**
- After reading the **directions at the bottom of the second page**, continue on to page 3, “Career Interest Areas.” Here you will find the letters that correspond to the choices you made on the first two pages.

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Read about the career interest areas related to the letters you chose the most often and write your top two or three on the lines on the bottom of page 2.

- Your last step, after you have chosen two or three career interest areas, is to pick two jobs from one of those areas on page 4 of the document under “Career Evaluation” and list what you consider some of the jobs’ pros and cons.
  - For example, if I picked the letter “A” most often (on the first two pages), that corresponds to careers in Arts, A/V Technology and Communications (on page 3).
  - I would then look on the Career Evaluation page (page 4) for the careers listed under that category, and I would find jobs such as Actor, Art Director, Broadcast Technician, etc.
  - Perhaps Actor and Photographer are the two jobs that interest me the most out of those listed in the Arts, A/V Technology and Communications category. My last task is then to list some pros and cons for each of those jobs. For the example of an Actor:
    - Pros: Fun job, possible to make lots of money, could become famous
    - Cons: Stressful trying to find good-paying gigs, might have to have a second job while looking for acting work, probably won’t become famous
  - You can type your answers into a Google Doc and share it with me; send your work in an email; or write your answers on paper, take a picture, and email it to me / send it to me on the Remind.

## 3) Job Applications

After you know what kind of job you want, you have to apply! [Here](#) is an example of a job application filled out by a woman named Marie Smith. Have a look at the document—does it seem like Marie filled this out correctly? Which parts look wrong? (Print this job application if possible.)

- After you have a preliminary look at the job application, read the information about [How to Fill Out a Job Application](#). Considering the tips in this document, what did Marie Smith do wrong? Go through her application with a colored pen or a highlighter and circle/highlight all the areas she filled out incorrectly. For example, you may notice on the first page of the application that she lists her phone number as (7) 498-6132, which is not a valid phone number (the area code is incomplete). That would be a mistake that you should circle/highlight. YOU DO NOT NEED TO CORRECT THE MISTAKES AT THIS POINT. Once you have made all your marks, take a picture of your work to send to me at the end of this assignment.
- Once you have identified all the incorrect areas on Marie’s job application, your next step is to rewrite her information correctly on this [blank job application](#). You are not filling out this blank document with your info; you are using Marie Smith’s information from her original, imperfect application. Use the “How To” document to guide you in correcting her application. You will need to make up some fake information to completely fill out the blank job application. For example, she does not give a last name

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for her supervisor at Wendy's, Robbie. You will need to make up a last name for him! As another example, you may need to make up fake phone numbers when the info Marie gives is incomplete. The specific information that you invent is not as important as you filling out the application correctly.

- The blank job application is a fillable PDF that you will be able to type your answers directly into. HOWEVER, don't just fill it out and email it back to me; you will need to **convert the file** to a non-fillable PDF first. This is a format that neither I nor anyone else will be able to change once you have saved it as such. First, you will need to download the PDF file from my website and THEN fill in your answers. **If you skip this first downloading step, your answers might not save at all!!**
- Then, follow [these directions](#) on how to convert a fillable PDF into a non-fillable PDF. **Please save the new PDF with your name and period number in addition to the title of the assignment in the file name. (Example: Allison Smith - Per 6 - Job App.pdf)**
- Once you have completed the application and converted it to a regular (non-fillable) PDF with your name and period number in the file name, email it to me at [smitha@luhsd.net](mailto:smitha@luhsd.net). If for whatever reason you are not able to fill out the worksheet electronically, you may print the blank job application, fill it out with Marie's information, take a good picture, and send it to me via email or the Remind (or return your paper to the school so that they can scan it and send it to me via email).

**\*\* Please combine your assignments into as few emails as possible. That is, try not to send me separate emails for each assignment. Combine your work on these assignments into one email or Google Doc. \*\***

# *Is It OK to Laugh During Dark Times?*

Humor is one of the main coping mechanisms during periods of sickness, death and anxiety. Is it OK to make jokes in a pandemic?



Credit...Anthony Freda

**By Jeremy Engle**

It is often said that “laughter is the best medicine.” Do you find this to be true in your own experience? What role do laughter and humor play in your life during these difficult times?

Do you ever see coronavirus-related jokes on social media? Do you ever find them funny? Or do you think they are offensive or “too soon”? Do you think any topics should ever be off limits in comedy?

- Is it OK to joke during dark times? When is it inappropriate, and when is it not? Should any topics be off limits in humor and comedy?
- Do you ever laugh at coronavirus-related jokes or memes? Are any inappropriate or offensive to you? Are you drawn to “dark” humor? If yes, why?
- What role do laughter and humor play in your life? Is humor a coping mechanism for you?
- What can we learn about the role of humor during the Black Plague, the Holocaust and Sept. 11? What does laughter tell us about what it is to be human?
- What makes you laugh these days? What are your go-to sources for comedy? What are your favorite comedic movies, television shows and websites? Do you have a favorite comedian?

# Career Interest Survey

In order to choose a career that will give you personal satisfaction, you must spend some time thinking about what really interests you. This activity helps you match your interests to different types of careers. For each item, circle the letter of the activity you would rather do. It doesn't matter if you like both of them a lot or dislike both of them a lot; just pick the one you would rather do, and circle that letter.

- |  |   |  |
|--|---|--|
| A – Operate a printing press             | E – Make three-dimensional items          | L – Build kitchen cabinets               |
| B – Study the causes of earthquakes      | D – Analyze handwriting                   | N – Refinance a mortgage                 |
| C – Plant and harvest crops              | B – Design indoor sprinkler systems       | A – Sing in a concert                    |
| R – Replace a car window and fender      | F – Run a factory sewing machine          | R – Direct the takeoff/landing of planes |
| E – Analyze reports and records          | G – Develop personnel policies            | G – Operate a cash register              |
| F – Operate a machine                    | Q – Train racehorses                      | B – Collect rocks                        |
| G – Work in an office                    | D – Guard an office building              | G – Start a business                     |
| H – Answer customer questions            | H – Run a department store                | L – Draft a blueprint                    |
| D – Write reports                        | A – Write for a newspaper                 | M – Assess student progress              |
| J – Help former prison inmates find work | G – Use a calculator                      | L – Design an airplane                   |
| L – Design a freeway                     | O – Help people at a mental health clinic | O – Wrap a sprained ankle                |
| M – Plan educational lessons             | L – Remodel old houses                    | I – Guide an international tour group    |
| N – Balance a checkbook                  | M – Care for young children               | P – Solve technical problems             |
| O – Take an X-ray                        | D – Locate a missing person               | J – Provide spiritual guidance to others |
| P – Write a computer program             | N – Plan estate disbursements/payments    | Q – Manage a veterinary clinic           |
| Q – Train animals                        | P – Enter data                            | K – Lead others                          |
| C – Be in charge of replanting forests   | A – Design a book cover                   | E – Operate heavy equipment              |
| A – Act in a TV show or movie            | E – Build toys with written instructions  | Q – Manage a fish hatchery               |
| D – Solve a burglary                     | B – Figure out why someone is sick        | F – Assemble cars                        |
| F – Check products for quality           | R – Fly an airplane                       | K – Protect our borders                  |
| E – Build an airport                     | C – Learn how things grow and stay alive  | A – Play an instrument                   |
| G – Keep company business records        | H – Sell cars                             | J – Plan activities for adult day care   |
| F – Put together small tools             | I – Work as a restaurant host or hostess  | C – Research soybean use in paint        |
| P – Design a website                     | D – Fight fires                           | J – Provide consumer information         |
| M – Tutor students                       | G – Keep payroll records for a company    | D – Guard money in an armored car        |
| Q – Work at a zoo                        | J – Work in a nursing home                | B – Study human behavior                 |
| J – Take care of children                | G – Hire new staff                        | E – Fix a television set                 |
| O – Plan special diets                   | O – Run ventilators/breathing machines    | M – Run a school                         |
| A – Choreograph a dance                  | R – Drive a taxi                          | F – Fix a control panel                  |
| K – Lobby or show support for a cause    | A – Broadcast the news                    | J – Help friends with personal problems  |
| H – Sell clothes                         | K – Audit taxes for the government        | C – Oversee a logging crew               |
| E – Work with your hands                 | B – Sort and date dinosaur bones          | B – Study weather conditions             |
| I – Work at an amusement park            | O – Give shots                            | R – Pack boxes at a warehouse            |
| N – Sell insurance                       | C – Design landscaping                    | A – Teach dancing                        |
| I – Learn about ethnic groups            | P – Give tech support to computer users   | O – Sterilize surgical instruments       |
| P – Manage an information system         | D – Work in a courtroom                   | B – Study soil conditions                |
| N – Appraise the value of a house        | Q – Care for injured animals              | N – Play the stock market                |
| M – File books at the library            | I – Serve meals to customers              | C – Protect the environment              |

- M – Grade papers
- R – Operate a train
- L – Order building supplies
- E – Paint motors
- P – Develop new computer games
- H – Buy merchandise for a store
- K – Work to get someone elected
- C – Identify plants in a forest
- D – Guard inmates in a prison
- L – Read blueprints
- H – Line up concerts for a band
- K – Ask people survey questions
- E – Manage a factory
- O – Work as a nurse in a hospital
- A – Paint a portrait
- K – Testify before Congress
- B – Work with a microscope
- I – Schedule tee times at a golf course
- C – Classify plants
- O – Transcribe medical records
- F – Install rivets
- Q – Raise worms
- N – Balance accounts
- M – Develop learning games
- J – Read to sick people
- P – Repair computers
- F – Compare sizes and shapes of objects
- Q – Fish
- R – Repair bicycles
- K – Deliver mail
- M – Teach Special Education
- P – Set up a tracking system
- G – Manage a store
- H – Advertise goods and services
- R – Distribute supplies to dentists
- I – Compete in a sports event
- I – Check guests into a hotel
- M – Teach adults to read
- L – Follow step-by-step instructions
- N – Collect past due bills
- R – Inspect cargo containers
- F – Work in a cannery
- I – Coach a school sports team
- P – Update a website
- Q – Hunt
- K – Enlist in a branch of the military
- H – Sell sporting goods
- J – Cut and style hair
- B – Experiment to find new metals
- N – Work in a bank
- G – Work with computer programs
- N – Loan money
- L – Hang wallpaper
- D – Make an arrest
- O – Deliver babies
- H – Persuade people to buy something
- H – Stock shelves
- I – Serve concession stand drinks

## Career Evaluation

Count the number of times you circled each letter and record each number in the chart below.

A:	D:	G:	J:	M:	P:
B:	E:	H:	K:	N:	Q:
C:	F:	I:	L:	O:	R:

Now that you have the results from your career interest assessment, it's time to learn about specific career fields that match your interests.

Write down the two letters with the most responses. These are your top two areas of career interest. If you have a tie, list three:

\_\_\_\_\_

Find and read the description of your top area of career interest on the next page. Then, record your interest area(s) here:

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# Career Interest Areas

- A. Arts, A/V Technology and Communications:** Interest in creative or performing arts, communication or A/V technology.
- B. Science, Technology, Engineering and Mathematics:** Interest in problem-solving, discovering, collecting and analyzing information and applying findings to problems in science, math and engineering.
- C. Plants, Agriculture and Natural Resources:** Interest in activities involving plants, usually in an outdoor setting.
- D. Law, Public Safety, Corrections and Security:** Interest in judicial, legal and protective services for people and property.
- E. Mechanical Manufacturing:** Interest in applying mechanical principles to practical situations using machines, hand tools or techniques.
- F. Industrial Manufacturing:** Interest in repetitive, organized activities in a factory or industrial setting.
- G. Business, Management and Administration:** Interest in organizing, directing and evaluating business functions.
- H. Marketing, Sales and Service:** Interest in bringing others to a point of view through personal persuasion, using sales or promotional techniques.
- I. Hospitality and Tourism:** Interest in providing services to others in travel planning and hospitality services in hotels, restaurants and recreation.
- J. Human Service:** Interest in helping others with their mental, spiritual, social, physical or career needs.
- K. Government and Public Administration:** Interest in performing government functions at the local, state or federal level.
- L. Architecture, Design and Construction:** Interest in designing, planning, managing, building and maintaining physical structures.
- M. Education and Training:** Interest in planning, managing and providing educational services, including support services, library and information services.
- N. Finance, Banking, Investments and Insurance:** Interest in financial and investment planning and management, and providing banking and insurance services.
- O. Health Sciences, Care and Prevention:** Interest in helping others by providing diagnostic, therapeutic, informational and environmental services, including researching and developing new health care services.
- P. Information Technology (IT):** Interest in the design, development, support and management of hardware, software, multimedia, systems integration services and technical support.
- Q. Animals, Agriculture and Natural Resources:** Interest in activities involving the training, raising, feeding and caring for animals.
- R. Transportation, Distribution and Logistics:** Interest in the movement of people, materials and goods by road, pipeline, air, railroad or water.



# Career Evaluation

Now that you know what career areas may interest you, explore some of the careers that fall in those categories below. Do you see any occupations you want to know more about? If so, those are the careers you might want to research as future occupations.

## Agriculture, Animals and Natural Resources

Agricultural Engineer  
Agricultural Scientist  
Animal Trainer  
Chef  
Conservation Scientist  
Farm Equipment Mechanic  
Fish and Game Warden  
Forester  
Veterinarian  
Zoologist

## Architecture and Construction

Architect  
Cabinetmaker  
Carpenter  
Construction Manager  
Electrician  
Civil Engineer  
General Construction Worker  
Highway Maintenance Worker  
Interior Designer  
Sheet Metal Worker  
Surveying and Mapping Technician

## Arts, A/V Technology and Communications

Actor  
Art Director  
Broadcast Technician  
Camera Operator  
Composer and Music Arranger  
Film and Video Editor  
Cartographer  
News Reporter  
Photographer  
Producer and Director  
Set and Exhibit Designer  
Technical Writer  
Graphic Designer

## Business, Management and Administration

Accountant  
Advertising Manager  
Computer Operator  
Court Reporter  
Management Analyst  
Meeting and Convention Planner  
Payroll Clerk  
Property and Real Estate Manager  
Shipping and Receiving Clerk  
Statistician

## Education and Training

Audio/Visual Specialist  
Coach and Sports Instructor  
College/University Administrator  
Teacher/Professor  
Librarian  
Public Health Educator  
Special Education Teacher  
Speech Pathologist

## Finance

Accounting Clerk  
Appraiser  
Credit Analyst  
Credit Checker  
Economist  
Financial Counselor  
Insurance Adjuster and Examiner  
Insurance Agent  
Loan Officer  
Tax Preparer

## Government and Public Administration

City Planning Aide  
Construction/Building Inspector  
Interpreter and Translator  
License Clerk  
Occupational Health Specialist  
Tax Examiner

## Health Sciences

Anesthesiologist  
Athletic Trainer  
Chiropractor  
Dentist  
Emergency Medical Technician  
Physical Therapist  
Occupational Therapist  
Pharmacist  
Physician  
Registered Nurse

## Hospitality and Tourism

Baggage Porter and Bellhop  
Chef and Dinner Cook  
Food Service Worker  
Hotel Manager  
Janitor/Housekeeper Supervisor  
Reservation and Ticket Agent  
Restaurant Manager  
Tour Guide  
Travel Agent  
Umpire and Referee

## Human Services

Child Care Worker  
Clergy  
Cosmetologist  
Counselor  
Funeral Director  
Manicurist  
Professional Makeup Artist  
Financial Adviser  
Psychologist  
Residential Counselor  
Social Worker

## Information Technology (IT)

Computer/Information Systems Manager  
Computer Engineer  
Computer Programmer  
Computer Security Specialist

Computer Support Specialist  
Computer Systems Analyst  
Data Communications Analyst  
IT Mechanic

## Law, Public Safety, Corrections and Security

Coroner  
Corrections Officer  
Court Clerk  
Detective and Investigator  
Firefighter  
Judge  
Lawyer  
Life Guard and Ski Patrolman  
Police Patrol Officer

## Manufacturing (Mechanical/Industrial)

Chemical Engineer  
Forklift Operator  
Gas and Oil Plant Operator  
Jeweler  
Locksmith  
Metal/Plastic Processing Worker  
Office Machine Repairer  
Power Plant Operator  
Shoe and Leather Worker  
Welder

## Marketing, Sales and Services

Advertising Salesperson  
Buyer and Purchasing Agent  
Customer Service Representative  
Floral Designer  
Market Research Analyst  
Public Relations Specialist  
Real Estate Agent  
Sales Manager  
Telemarketer

## Science, Technology, Engineering and Mathematics

Aerospace Engineer  
Biologist  
Chemist  
Electrical and Electronics Engineer  
Geographer  
Petroleum Engineer  
Mechanical Engineer  
Meteorologist  
Physicist  
Safety Engineer

## Transportation, Distribution and Logistics

Air Traffic Controller  
Airplane Pilot  
Automobile Mechanic  
Flight Attendant  
Motorboat Mechanic  
School Bus Driver  
Subway and Streetcar Operator  
Traffic Technician  
Transportation Agent



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A PRACTICE APPLICATION FOR EMPLOYMENT

INSTRUCTIONS: Type or print clearly in black or blue ink. Answer all questions completely.

Name: Smith Marie  
Last First Middle

Address: 785 Madison Ct. Social Security # \_\_\_\_\_  
Number and Street  
L'ville, Ga 30044 Phone # (7)498-6132  
City, State and Zip Code

Position Desired: anything Full-time \_\_\_\_\_ Part-time  Expected Wage: \$10/hr.

Have you ever been employed here before? yes If so, when? \_\_\_\_\_

Do you have any friends/relatives who work for us? yes If so, name? Joe

Have you been convicted of a felony? no If so, please explain. \_\_\_\_\_

EMPLOYMENT HISTORY: (Start with Present or Last Position)

Employer: Wendys From: 3/04 To: 6/04

Address: Five Forks Trickum Rd Lilburn GA  
Number and Street City State and Zip Code

Job Title: front counter Wages: \$6.50  
Beginning Last

Duties Performed: Casheir

Supervisor: Robbie Title: Super Phone # (6)903-1127

Reason For Leaving: Boss was a jerk.

Employer: Sonic From: 1/03 To: 8/03

Address: Pleasant Hill Lilburn 30047  
Number and Street City State and Zip Code

Job Title: Casheir, Carry out Wages: 5.25 6.50  
Beginning Last

Duties Performed: brought burgers to costumers

Supervisor: Louis Title: waiter Phone # don't no

Reason For Leaving: I didn't like waiting on costumers outside.

Employer: Burger King From: 7/04 To: Present  
Address: Hwy. 78 Lilburn Ga  
Number and Street City State and Zip Code  
Job Title: Drive-thru Wages: \$7.50  
Beginning Last  
Duties Performed: take orders, cashier, front counter  
Supervisor: Rob Title: Mgr. Phone # (7)972-2931  
Reason For Leaving: N/A

**EDUCATION:**

High School: Central Gwinnett L'ville  
Name of School City, State and Zip Code  
Type of Diploma: Technical Date of Graduation: May  
Technical School: Maxwell L'ville  
Name of School City, State and Zip Code  
Program or Major: fixing hair Dates: 8/04-5/05 Degree: Technical  
College: Plan to attend Gwinnett Tech. Collage, L'ville  
Name of School City, State and Zip Code  
Program or Major: Cosmatology Dates: 9/05 Degree: Diploma

**REFERENCES: (Exclude Relatives and Friends)**

Name: Larry Smith Occupation: brother  
Address: 785 Madison Ct. Phone # (7)498-6132  
Name: Mrs. Irene Muse Occupation: teacher  
Address: Maxwell Phone # (7)963-6838  
L'ville, GA  
Name: Louis Occupation: waiter  
Address: Pleasant Hill Phone # don't no  
Lilburn 30047

PLEASE READ AND SIGN BELOW: I certify that the information contained in this application is true and complete to the best of my knowledge. I understand that any false information could result in immediate termination. I have read and understand this agreement.

Marie Smith  
Signature of the Applicant

\_\_\_\_\_  
Date signed

## How to Fill Out a Job Application

**Picking it up:** When you pick up or drop off an application, be prepared for an interview. You never know if they will have a few minutes and are in a hurry to hire someone. Also, dress appropriately because even though you may not get an interview that day, the secretary or person who takes the application may be asked by the interviewer what they thought of you. First impressions are important; you only get one time to make it.

**Read carefully:** Read the entire form carefully. Know what is being asked before filling out the form. Employers may use the application form to judge how well you follow instructions and how careful you may be as an employee.

**Fill in the blanks:** Answer all questions. Fill in the blanks completely, accurately, and truthfully. When something doesn't apply to you, write **N/A** for non-applicable. Check your answers for correct spelling, grammar, punctuation, completeness, and accuracy.

**Ink/Type:** Use blue or black ink or type the application. Print clearly. No funky colors.

**Position:** Avoid the word "anything." Put a specific job down to show you're not desperate and that you have a goal in mind.

**Salary expected:** Employers may use this question to screen out applicants. It is best to give a salary range or to respond with "negotiable." Use one of these responses even if you know the wage. This leaves you room to negotiate a higher wage.

**Personal information:** If you don't have a phone, give a number where messages can be left for you.

**Education and training:** List academic, vocational, and professional education and schools attended. Be prepared to attach copies of certificates or other documents. If you are planning to attend college, write "Plan to attend XYZ College" and when.

**Work experience:** Always list the most recent employer first. Give complete and accurate names, dates, addresses, phone numbers, job titles, dates of employment, etc. Use your resume as a guide. Make sure the information presented in the application agrees with the information in your resume. Explain gaps in your work history.

**Special job-related skills:** Use action verbs to list your special job-related skills, training, licenses, and accomplishments. List the types of equipment/tools that you can use. This will make you stand out from other applicants. The job description can provide clues about important skills.

**Reason for leaving:** Be careful when giving your reason for leaving a previous job. Even if your previous boss was a jerk, you should never be negative. Acceptable answers include: "school conflict," "conflicting hours," "better opportunities for advancement," "lack of work," "seasonal employment."

**References:** Most employers will call references, but they also may request a written evaluation by mail. Many employers can only tell dates worked and if they would re-hire you. Therefore, you may want to use teachers, counselors, principals, coaches, ministers, etc. as references. (Do not use relatives.) Be sure to ask for their permission and verify where they can be reached. Provide complete and accurate information about 3 (or more) people who can speak highly of you.

**Last details:** Sign (don't print) your name and include the current date. Check carefully that you have completed the application. Once you fill out an application, it is a binding document; any misinformation could be grounds for termination. If you are asked when you can begin work, be sure to allow enough time to give at least two weeks' notice to your current employer.

PRACTICE APPLICATION FOR EMPLOYMENT

INSTRUCTIONS: Type or print clearly in black or blue ink. Answer all questions completely.

Name: \_\_\_\_\_  
Last First Middle

Social Security # \_\_\_\_\_ Phone # \_\_\_\_\_

Address: \_\_\_\_\_  
Number and Street  
\_\_\_\_\_  
City, State, and Zip Code

Position Desired: \_\_\_\_\_ Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Expected Wage: \_\_\_\_\_

Have you ever been employed here before? \_\_\_\_\_ If so, when? \_\_\_\_\_

Do you have any friends/relatives who work for us? \_\_\_\_\_ If so, name? \_\_\_\_\_

Have you been convicted of a felony? \_\_\_\_\_ If so, please explain. \_\_\_\_\_

EMPLOYMENT HISTORY: (Start with Present or Last Position)

Employer: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Address: \_\_\_\_\_  
Number and Street City State and Zip Code

Job Title: \_\_\_\_\_ Wages: \_\_\_\_\_  
Beginning Last

Duties Performed: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_ Phone # \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Address: \_\_\_\_\_  
Number and Street City State and Zip Code

Job Title: \_\_\_\_\_ Wages: \_\_\_\_\_  
Beginning Last

Duties Performed: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_ Phone # \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Address: \_\_\_\_\_  
Number and Street City State and Zip Code

Job Title: \_\_\_\_\_ Wages: \_\_\_\_\_  
Beginning Last

Duties Performed: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_ Phone # \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**EDUCATION:**

High School: \_\_\_\_\_

Name of School

City, State and Zip Code

Type of Diploma: \_\_\_\_\_ Date of Graduation: \_\_\_\_\_

Technical School: \_\_\_\_\_

Name of School

City, State and Zip Code

Program or Major: \_\_\_\_\_ Dates: \_\_\_\_\_ Degree: \_\_\_\_\_

College: \_\_\_\_\_

Name of School

City, State and Zip Code

Program or Major: \_\_\_\_\_ Dates: \_\_\_\_\_ Degree: \_\_\_\_\_

**REFERENCES: (Exclude Relatives and Friends)**

Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Address: \_\_\_\_\_ Phone # \_\_\_\_\_

Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Address: \_\_\_\_\_ Phone # \_\_\_\_\_

Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Address: \_\_\_\_\_ Phone # \_\_\_\_\_

**PLEASE READ AND SIGN BELOW:** I certify that the information contained in this application is true and complete to the best of my knowledge. I understand that any false information could result in immediate termination. I have read and understand this agreement.

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

\_\_\_\_\_  
Date signed