

WORKFORCE SERVICES

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MASTER APPLICATION

Be prepared to answer all parts of this application. Not all items will be asked on every application, but it is best to be prepared for anything. If the answer to any question is “no” or “none,” do not leave the item blank; simply write “NA.” Do not write “see resume” to avoid completing any part of the application. Print all information so it is easier for the employer to read. Use blue or black ink.

APPLICANT INFORMATION							
Last Name		First		M.I.	Date		
Street Address					Apartment Unit #		
City			State		ZIP		
Phone			Email				
Position Applied for:		Desired Wage or Salary:		Date Available			
Have you applied for employment with this company in the past? YES NO If yes, when?							
Do you have friends or family working for this company? YES NO Who and in which department?							
Are you authorized to work in the U.S.? YES NO				Social Security Number:			
Have you ever worked for this company?		YES NO		If so, when?			
Have you ever been convicted of any misdemeanor or felony?		YES NO		If yes, explain			
AVAILABILITY							
Full time	Part time	Temp	Seasonal	Days	Nights	Are you willing to work holidays? YES NO	
Fill out the chart below of hours you are available to work							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
From							
To							
Are there days or hours you are unable or unwilling to work? Please specify:							
Are you willing to relocate? YES NO				Are you willing to travel? YES NO			
EDUCATION							
High School			Address				
From	To	Did you graduate? YES NO		Degree			
College			Address				
From	To	Did you graduate? YES NO		Degree			
Other (Licenses, certificates, short-courses, workshops, etc.)							
REFERENCES							
<i>Please list three professional references. Be sure to ask for their permission first and find out what they would say.</i>							
Full Name				Relationship			
Address				Phone			
Full Name				Relationship			
Address				Phone			
Full Name				Relationship			
Address				Phone			

EMPLOYMENT HISTORY			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your current or previous supervisor for a reference?		YES	NO
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your current or previous supervisor for a reference?		YES	NO
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your current or previous supervisor for a reference?		YES	NO
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your current or previous supervisor for a reference?		YES	NO
SKILLS			
Please list any special skills you have. (Machines/tools, computer programs, foreign languages, etc.)			
RELATED CLUBS/VOLUNTEER WORK			
Organization's name		From	To
Skills Learned			
Organization's name		From	To
Skills Learned			
MILITARY SERVICE			
Branch		From	To
Rank at Discharge		Type of Discharge	
If other than honorable, Explain:			
JOB FUNCTIONS/ACCOMMODATIONS			
After reading the job description, if available, answer the following:			
Are you able to perform the essential requirements of the job as they are listed? YES NO			
If no, are there reasonable accommodations that can be made to allow you to perform the essential functions of the job?			