

Part F Completing the Application Form

1. Using the generic application form, complete it accurately and make sure that it is free of any errors. **Each student is only entitled to one application form, so take your time.**

The Job Application

When completing a job application, be brief, proofread your application and ensure that there are no spelling or grammatical mistakes. Try to avoid crossing things out.

- use a black or blue pen, never any other colours
- PRINT neatly, in bold letters
- leave no blank spaces; if something doesn't apply to your (e.g., military experience), write N/A (Not Applicable)
- where it says "salary desired" write "open" or "negotiable"
- have the names, addresses, and phone numbers of all past employers and references on the application
- when completing a job application, be brief, concise, and accurate with your information
- proofread your application and ensure that there are no spelling or grammatical mistakes
- try to avoid crossing things out

ASSIGNMENT

Complete the following assignment and submit your work to your teacher.

The Application Form

You have already selected a job you are interested in and have used it for preparing your resume and cover letter. You are now going to complete a job application for that job. Remember the hints from this lesson when you are completing the application form.

APPLICATION FOR EMPLOYMENT

Personal

Last Name			First Name			Middle
Apt. No.	No.	Street	City	Province	Postal Code	Tel. No.
						()
Position(s) applied for				Rate of pay expected? \$ per		
Referred by:						
Are you applying for a full or part time position?					No. of hours:	
Specify the days and hours that you are available during the week.						
How did you learn of about our company?						
Are you legally entitled to work in Canada? Yes <input type="checkbox"/> No <input type="checkbox"/>						
Have you ever been convicted of a criminal offence for which a pardon has not been granted? Yes <input type="checkbox"/> No <input type="checkbox"/>						
If hired, on what date will you be available to start working?						

EMPLOYMENT HISTORY (LIST IN ORDER OF PRESENT/LAST EMPLOYER)

From/To	Position	Name and Address of Employer	Supervisor's Name	Tel. No.	Duties and Responsibilities	Reason(s) for leaving
/				()		
/				()		
/				()		
/				()		
/				()		

Education and Training

School	Address	Highest Grade Completed	Degree, Diploma, Licence, or Certificate
High school			
College/University			
Vocational/Business Or Other			

List any other Professional Designations

Other Special Skills and Training:

Typing/Computer skills (Indicate proficiency in particular software):

Extra-curricular activities, awards, etc.

Personal References

Name	Occupation	Phone No.
		()
		()
		()

The details of this application are true and complete. I understand that if employed, falsified statements on this application shall be considered sufficient cause for dismissal.

Applicant's signature: _____ Date: _____

The above application has been adapted from: <http://www.globaltranslations.com/jobform2.htm>

A Sample Work Application

APPLICATION FOR EMPLOYMENT		
POSITION APPLIED FOR	<i>Sales clerk</i>	
WAGES EXPECTED	<i>\$7.50/hour</i>	
DATE AVAILABLE	<i>Immediately</i>	
LAST NAME	FIRST	MIDDLE
<i>Jones</i>	<i>Keith</i>	<i>Sydney</i>
STREET ADDRESS <i>725 Finch Avenue West Apt. 312</i>		
<i>Toronto, ON M2N 1L5</i>		
TELEPHONE—HOME	(416) 555-7125	TELEPHONE—WORK
IF YOU HAVE WORKED FOR OUR COMPANY BEFORE, STATE WHEN, AT WHICH LOCATION AND THE REASON FOR LEAVING <i>N/A</i>		
NAME EMPLOYED UNDER (IF NOW DIFFERENT) <i>N/A</i>		

PLEASE INDICATE THE HOURS YOU ARE AVAILABLE TO WORK EACH DAY

DAY	EARLIEST TIME	LATEST TIME
SUNDAY	<i>10:00 am</i>	<i>6:00 pm</i>
MONDAY	<i>4:00 pm</i>	<i>10:00 pm</i>
TUESDAY	<i>4:00 pm</i>	<i>10:00 pm</i>
WEDNESDAY	<i>4:00 pm</i>	<i>10:00 pm</i>
THURSDAY	<i>4:00 pm</i>	<i>10:00 pm</i>
FRIDAY	<i>4:00 pm</i>	<i>10:00 pm</i>
SATURDAY	<i>9:00 am</i>	<i>10:00 pm</i>

ARE YOU LEGALLY ELIGIBLE TO WORK IN CANADA? YES NO

EDUCATION AND TRAINING

SCHOOL	GRADE COMPLETED	COURSES STUDIED	CERTIFICATE, DIPLOMA, DEGREE OR LICENSE RECEIVED
SECONDARY SCHOOL	<i>12</i>	<i>Business</i>	<i>OSSD in progress</i>
COLLEGE/UNIVERSITY	—	—	—
OTHER	—	—	—

WORK EXPERIENCE

LIST YOUR PREVIOUS EXPERIENCE, BEGINNING WITH YOUR MOST RECENT EMPLOYER

EMPLOYER <i>Cineplex Odeon - Finch Cinemas</i>	STARTING POSITION <i>Ticket taker</i>	STARTING WAGES/SALARY <i>\$7.00/HR</i>
STREET ADDRESS <i>2355 Finch Avenue West Toronto</i>	CITY <i>M2N 3X1</i>	POSTAL CODE <i>same</i>
TELEPHONE <i>(416) 555.9911</i>	LAST POSITION <i>same</i>	LAST WAGES/SALARY <i>\$7.25/HR</i>
SUPERVISOR <i>Johnny James</i>	TITLE <i>Manager</i>	DUTIES/RESPONSIBILITIES <i>taking tickets</i>
REASONS FOR LEAVING <i>Theatre closed</i>	DATES OF EMPLOYMENT FROM <i>Aug 1998</i>	TO <i>Jan 2000</i>

EMPLOYER <i>Sun valley Supermarket</i>	STARTING POSITION <i>Stock boy</i>	STARTING WAGES/SALARY <i>\$6.50/HR</i>
STREET ADDRESS <i>2355 Firvalley Court</i>	CITY <i>North York</i>	POSTAL CODE <i>M2L 1K8</i>
TELEPHONE <i>(416) 555-2100</i>	LAST POSITION <i>cashier</i>	LAST WAGES/SALARY <i>\$6.85/HR</i>
SUPERVISOR <i>Dave Nelson</i>	TITLE <i>Head cashier</i>	DUTIES/RESPONSIBILITIES <i>ringing up groceries</i>
REASONS FOR LEAVING <i>Too far from home - moved</i>	DATES OF EMPLOYMENT FROM <i>Jan 1998</i> TO <i>Aug 1998</i>	

If currently employed, may we contact your employer? YES NO

Address: _____

List two (2) people (no relatives) you have worked with and whom we may contact for reference if necessary.

Name	<i>Lisa Miller</i>		
Occupation	<i>Asst. Manager, Grande Theatre at Sheppard Centre</i>		
Phone Number <i>555-1121</i>	Street	<i>2955 Yonge Street</i>	
	City	<i>Toronto</i>	Province <i>ON</i>

Name	<i>Matthew Brock</i>		
Occupation	<i>Teacher</i>		
Phone Number <i>555-6017</i>	Street	<i>780 Sheppard Ave. West</i>	
	City	<i>Toronto</i>	Province <i>ON</i>

ADDITIONAL INFORMATION

Have you ever been convicted of a criminal offense for which a pardon has not been granted?

YES NO

If yes, please give details.

List any hobbies, activities or professional associations.

movies, music, baseball, hockey, computers, video games

Please enter any other data you feel would add to your qualifications for the position you seek with our company.

Include work-related skills.

I have been in customer service for 2 years and have shopped at your store for 1 year.

ALL OF THE INFORMATION THAT I HAVE PROVIDED IN THIS APPLICATION IS TRUE AND COMPLETE. IF EMPLOYED, I AM AWARE THAT ANY FALSE INFORMATION COULD RESULT IN MY IMMEDIATE DISCHARGE.

SIGNATURE

Keith Jones

DATE

January 21, 2000

