Teen's Guide Sample Application for Employment

This application for employment is meant so that you may practice filling out an application and get a general idea of what kind of questions are present on an application. Take your time in filling it out and save it for when you do decide to fill out real applications to use as a guide. Remember to always call your references and ask them if you can use them on your application before you put them down.

Go ahead and print off a copy or two for yourself or your friend. It will help you a lot in the long run.

Teen's Guide to Finding a Job
TEEN’S GUIDE SAMPLE APPLICATION FOR EMPLOYMENT
APPLICANTS MAY BE TESTED FOR ILLEGAL DRUGS

PLEASE COMPLETE PAGES 1-5.

DATE _________________________________

Name _______________________________________________________________________________________________

Last    First    Middle    Maiden

Present address _______________________________________________________________________________________

Number   Street  City State Zip

How long ____________________

Social Security No. _______ – _______ – _________

Telephone ( ) ____________________

If under 18, please list age _____________________

Position applied for (1) ________________________

Days/hours available to work

and salary desired (2) ________________________

No Pref _______  Thur _________

Mon _________  Fri _________

Tue _________  Sat _________

Wed _________  Sun _________

(1) ________________________

(Be specific)

How many hours can you work weekly? ________________________  Can you work nights? ________________________

Employment desired   ☐FULL-TIME ONLY   ☐PART-TIME ONLY   ☐FULL- OR PART-TIME

When available for work? ________________________


<table>
<thead>
<tr>
<th>TYPE OF SCHOOL</th>
<th>NAME OF SCHOOL</th>
<th>LOCATION (Complete mailing address)</th>
<th>NUMBER OF YEARS COMPLETED</th>
<th>MAJOR &amp; DEGREE</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>College</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Bus. or Trade School</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional School</td>
<td></td>
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</tbody>
</table>

HAVE YOU EVER BEEN CONVICTED OF A CRIME? ☐ No ☐ Yes

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation. ________________________________________________________________

__________________________________________________________________________________________________
## TEEN’S GUIDE SAMPLE APPLICATION FOR EMPLOYMENT

**DO YOU HAVE A DRIVER’S LICENSE?**  
- Yes  
- No

What is your means of transportation to work? _______________________________________________________________

Driver’s license  
- number ____________________________  
- State of issue _______  
- Operator  
- Commercial (CDL)  
- Chauffeur  
- Expiration date ______________________

Have you had any accidents during the past three years?  
- How many? ___________________

Have you had any moving violations during the past three years?  
- How Many? ___________________

### OFFICE ONLY

- Typing  
  - Yes  
  - No  
  - _____ WPM  
- 10-key  
  - Yes  
  - No  
- Processing  
  - Yes  
  - No  
  - _____ WPM

- Personal  
  - Yes  
  - PC  
- Other  
- Computer  
  - No  
  - Mac  
- Skills ________________________________

Please list two references other than relatives or previous employers that you have known for more than a year.

<table>
<thead>
<tr>
<th>Name</th>
<th>Name</th>
<th>Position</th>
<th>Position</th>
<th>Company</th>
<th>Company</th>
<th>Address</th>
<th>Address</th>
<th>Telephone ( )</th>
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An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.
# TEEN'S GUIDE SAMPLE APPLICATION FOR EMPLOYMENT

### MILITARY

**Have you ever been in the armed forces?**
- [ ] Yes
- [ ] No

**Are you now a member of the National Guard?**
- [ ] Yes
- [ ] No

<table>
<thead>
<tr>
<th>Specialty</th>
<th>Date Entered</th>
<th>Discharge Date</th>
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### Work Experience

Please list your work experience for the **past five years** beginning with your most recent job held. If you were self-employed, give firm name. **Attach additional sheets if necessary.**

<table>
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<th>Name of last supervisor</th>
<th>Employment dates</th>
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<td></td>
<td>From</td>
<td>Start</td>
</tr>
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<td></td>
<td>To</td>
<td>Final</td>
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**Your last job title**

**Reason for leaving (be specific)**

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

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May we contact your present employer?  
- [ ] Yes  
- [ ] No

Did you complete this application yourself?  
- [ ] Yes  
- [ ] No

If not, who did?  ________________________________
APPLICATION FORM WAIVER

In exchange for the consideration of my job application by ___________________ (hereinafter called "the Company"), I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other Company practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of ____________, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the President /General Manager of the Company. Both the undersigned and ____________ may end the employment relationship at any time, without specified notice or reason. If employed, I understand that the Company may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give the Company permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release the Company from any liability as a result of such contract.

I also understand that (1) the Company has a drug and alcohol policy that provides for preemployment testing as well as testing after employment; (2) consent to and compliance with such policy is a condition of my employment; and (3) continued employment is based on the successful passing of testing under such policy. I further understand that continued employment may be based on the successful passing of job-related physical examinations.

I understand that, in connection with the routine processing of your employment application, the Company may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics, and mode of living. Upon written request from me, the Company, will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.

I further understand that my employment with the Company shall be probationary for a period of sixty (60) days, and further that at any time during the probationary period or thereafter, my employment relation with the Company is terminable at will for any reason by either party.

Signature of applicant ___________________________ Date: _________________

This Company is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with this Company depends solely on your qualifications.

Thank you for completing this application form and for your interest in our business.