



# Classified Job Application

Application Date \_\_\_\_\_

## Personal Information

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ Social Security # \_\_\_\_\_  
 City, State Zip \_\_\_\_\_

## Position Desired

Position Desired \_\_\_\_\_

Date Available \_\_\_\_\_

**Have you applied here before?**

- Yes \_\_\_\_\_
- No If so, date and position applied for \_\_\_\_\_

**Employment type desired?**

- Full-time
- Part-time
- Temporary
- Internship
- Summer

**What prompted you to apply here?**

- Advertisement
- Referral
- Agency
- Other

**Can you, after employment, submit verification of your identity and legal right to work in the United States?**

- Yes
- No

**Are you 18 years of age or older?**

- Yes
- No

**If under age 18, do you have a work permit?**

- Yes
- No

**Include 3 reference letters and a personal resume.**

## Skills

**Indicate any of the following skills**

- Typing /Word Proc.
- Bilingual Lang. Skills
- Database
- Spread Sheets

Specific Computer Skills \_\_\_\_\_

Other Skills \_\_\_\_\_

**Include a handwritten 1 page personal work philosophy.**

School	Major	Date	Degree
Do you have a two year AA degree?	Yes_____ No_____		

Other Training, Honors, and Awards  
 \_\_\_\_\_  
 \_\_\_\_\_

**Work Experience**

	Most Recent Employer	Previous Employer	Previous Employer
Company	_____	_____	_____
Address	_____	_____	_____
Supervisor name	_____	_____	_____
Supervisor phone	_____	_____	_____
Your job title	_____	_____	_____

	Job Description	Job Description	Job Description
Dates Employed	_____	_____	_____
Salary	_____	_____	_____

**Work References**

Name	_____	_____	_____
Relationship	_____	_____	_____
Phone	_____	_____	_____
Address	_____	_____	_____

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_