

Name: _____

Job Applications

Follow these instructions when completing job applications:

- Read through the application before writing
- Follow all directions
- Use Black or blue Pen, not a pencil
- Be sure to write information in the correct places
- Be very neat and thorough
- Answer questions in a positive manner
- Answer all questions honestly
- Be accurate! Confirm names, telephone numbers and addresses are correct
- Add positive information when possible
- Always ask permission before putting someone down as a reference.
- Check for spelling or grammatical errors
- If you have no information to enter in a section, please write **N/A**

Complete the Practice Employment Application and Hand in.

The Practice Employment Application was designed to complete as a reference to use when filling out actual job applications. Fill it out, in detail, and keep it with you while you are searching for a job. This may assist you with information that an employer may ask for. Do not give this sheet to an employer. They will have their own application for prospective employees to fill out.