

# JOB AVENUE

## EMPLOYMENT APPLICATION WORKSHEET

### PERSONAL INFORMATION

Name \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Message Phone \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_ SSN \_\_\_\_\_

### EDUCATION AND TRAINING

Name of High School \_\_\_\_\_

Address(City, State, Zip) \_\_\_\_\_

Dates Attended \_\_\_\_\_ Date Graduated \_\_\_\_\_

Extracurricular Activities \_\_\_\_\_

College(Undergraduate) \_\_\_\_\_

Address(City, State, Zip) \_\_\_\_\_

Dates Attended \_\_\_\_\_ Date Graduated \_\_\_\_\_

Major Studies \_\_\_\_\_ Minor Studies \_\_\_\_\_

Honors/Extracurricular Activities \_\_\_\_\_

College(Graduate) \_\_\_\_\_

Address(City, State, Zip) \_\_\_\_\_

Dates Attended \_\_\_\_\_ Date Graduated \_\_\_\_\_

Major Studies \_\_\_\_\_ Minor Studies \_\_\_\_\_

Honors/Extracurricular Activities \_\_\_\_\_

### OTHER TRAINING

Name of Course \_\_\_\_\_ Date Taken \_\_\_\_\_

Name of School \_\_\_\_\_

Address(City, State, Zip) \_\_\_\_\_

Name of Course \_\_\_\_\_ Date Taken \_\_\_\_\_

Name of School \_\_\_\_\_

Address(City, State, Zip) \_\_\_\_\_

Name of Course \_\_\_\_\_ Date Taken \_\_\_\_\_

Name of School \_\_\_\_\_

Address(City, State, Zip) \_\_\_\_\_

Name of Course \_\_\_\_\_ Date Taken \_\_\_\_\_

Name of School \_\_\_\_\_

Address(City, State, Zip) \_\_\_\_\_

**LICENSES AND/OR CERTIFICATIONS**

Type \_\_\_\_\_ Date Received \_\_\_\_\_

Received From \_\_\_\_\_

Type \_\_\_\_\_ Date Received \_\_\_\_\_

Received From \_\_\_\_\_

Type \_\_\_\_\_ Date Received \_\_\_\_\_

Received From \_\_\_\_\_

**COMMUNITY AND VOLUNTEER WORK**

Position \_\_\_\_\_ Organization \_\_\_\_\_

Address(City, State, Zip) \_\_\_\_\_

Dates Worked \_\_\_\_\_ Supervisor(Name and Phone) \_\_\_\_\_

Duties/Responsibilities \_\_\_\_\_

Position \_\_\_\_\_ Organization \_\_\_\_\_

Address(City, State, Zip) \_\_\_\_\_

Dates Worked \_\_\_\_\_ Supervisor(Name and Phone) \_\_\_\_\_

Duties/Responsibilities \_\_\_\_\_

Position \_\_\_\_\_ Organization \_\_\_\_\_

Address(City, State, Zip)\_\_\_\_\_

Dates Worked\_\_\_\_\_ Supervisor(Name and Phone)\_\_\_\_\_

Duties/Responsibilities\_\_\_\_\_

\_\_\_\_\_

**MILITARY SERVICE**

Branch\_\_\_\_\_ Dates of Service\_\_\_\_\_ Rank\_\_\_\_\_

Type of Discharge\_\_\_\_\_

Duties/Responsibilities\_\_\_\_\_

\_\_\_\_\_

**EMPLOYMENT HISTORY**

List each job you have had, starting with the most recent and work backwards.

Position\_\_\_\_\_ Organization\_\_\_\_\_

Address(City, State, Zip)\_\_\_\_\_

Dates Worked\_\_\_\_\_ Supervisor(Name and Phone)\_\_\_\_\_

Duties/Responsibilities\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Position\_\_\_\_\_ Organization\_\_\_\_\_

Address(City, State, Zip)\_\_\_\_\_

Dates Worked\_\_\_\_\_ Supervisor(Name and Phone)\_\_\_\_\_

Duties/Responsibilities\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Position\_\_\_\_\_ Organization\_\_\_\_\_

Address(City, State, Zip)\_\_\_\_\_

Dates Worked\_\_\_\_\_ Supervisor(Name and Phone)\_\_\_\_\_

Duties/Responsibilities\_\_\_\_\_

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Position\_\_\_\_\_ Organization\_\_\_\_\_

Address(City, State, Zip)\_\_\_\_\_

Dates Worked\_\_\_\_\_ Supervisor(Name and Phone)\_\_\_\_\_

Duties/Responsibilities\_\_\_\_\_

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Position\_\_\_\_\_ Organization\_\_\_\_\_

Address(City, State, Zip)\_\_\_\_\_

Dates Worked\_\_\_\_\_ Supervisor(Name and Phone)\_\_\_\_\_

Duties/Responsibilities\_\_\_\_\_

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Position\_\_\_\_\_ Organization\_\_\_\_\_

Address(City, State, Zip)\_\_\_\_\_

Dates Worked\_\_\_\_\_ Supervisor(Name and Phone)\_\_\_\_\_

Duties/Responsibilities\_\_\_\_\_

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Position\_\_\_\_\_ Organization\_\_\_\_\_

Address(City, State, Zip)\_\_\_\_\_

Dates Worked\_\_\_\_\_ Supervisor(Name and Phone)\_\_\_\_\_

Duties/Responsibilities\_\_\_\_\_

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Position\_\_\_\_\_ Organization\_\_\_\_\_

Address(City, State, Zip)\_\_\_\_\_

Dates Worked\_\_\_\_\_ Supervisor(Name and Phone)\_\_\_\_\_

Duties/Responsibilities\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Position\_\_\_\_\_ Organization\_\_\_\_\_

Address(City, State, Zip)\_\_\_\_\_

Dates Worked\_\_\_\_\_ Supervisor(Name and Phone)\_\_\_\_\_

Duties/Responsibilities\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **MEMBERSHIP IN ORGANIZATIONS/SOCIETIES**

Name of Organization/Society\_\_\_\_\_

Name of Organization/Society\_\_\_\_\_

### **REFERENCES**

An employer may ask you to provide three references. It is important to know ahead of time who you will use. Select individuals who know your work skills. It is also important to give the employer correct names, addresses and phone numbers.

Reference Name\_\_\_\_\_ Title\_\_\_\_\_

Address(City, State, Zip)\_\_\_\_\_

\_\_\_\_\_ Telephone\_\_\_\_\_

Relationship to You\_\_\_\_\_

Reference Name\_\_\_\_\_ Title\_\_\_\_\_

Address(City, State, Zip)\_\_\_\_\_

\_\_\_\_\_ Telephone\_\_\_\_\_

Relationship to You\_\_\_\_\_

Reference Name\_\_\_\_\_ Title\_\_\_\_\_

Address(City, State, Zip)\_\_\_\_\_

\_\_\_\_\_ Telephone\_\_\_\_\_

Relationship to You\_\_\_\_\_

Do you have a valid driver=s license? \_\_\_\_\_Yes \_\_\_\_\_No

Have you ever been convicted of any criminal offense(s) in any court? \_\_\_\_\_Yes \_\_\_\_\_No

If you answered yes to this questions, give court, date, offense and sentence for *each conviction*.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PLEASE READ THE FOLLOWING BEFORE SIGNING!**

The Job Avenue has my permission to contact prospective employers and distribute profiles of my skills and background in order to obtain employment.

I certify that I am an Arlington County resident and have legal status entitling me to work in the United States.

I give permission to Job Avenue staff to contact any past or present employer and/or reference of mine to make inquiries concerning my employment with that employer. If necessary, I will provide written permission to my previous employers.

Signature\_\_\_\_\_

Date\_\_\_\_\_