**My Reemployment Plan: Sample Job Application**

*It is important that you complete ALL parts of the application.  If your application is incomplete or does not clearly show the experience/training required, it may not be accepted.  If you have no information to enter in a section, please write n/a.*

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| **PERSONAL INFORMATION** | | | | | | | | | | | | | | | |
| Name (First, MI, Last) | | | | | | | | Social Security Number | | | | | | | |
|  | | | | | | | |  | | | | | | | |
| Mailing Address | | | | | | | | | | | | | | | |
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| City, State, and ZIP Code | | | | | | | | | | | | | | | |
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| Phone Number | | | | | | | | Alternate Phone Number | | | | | | | |
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| If under 18, please list age | | | | | | | | E-mail | | | | | | | |
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| **JOB INFORMATION** | | | | | | | | | | | | | | | |
| Are you responding to an online job posting? | | | | | Yes  No | | | | | | | | | | |
| If yes, please list name of the position. | | | | |  | | | | | | | | | | |
| Availability | | | | | | | | | | | | | | | |
| Mon | Tue | Wed | | Thu | | | Fri | | Sat | | Sun | | | No Preference | |
| I am seeking work: | | | Full-time | | | | | Part-time | | | | Full-time or Part-time | | | |
| How many hours can you work weekly? | | | |  | | | | Can you work nights? | | | | Yes  No | | | |
| **ADDITIONAL INFORMATION** | | | | | | | | | | | | | | | |
| Have you ever been employed by this organization in the past? | | | | | | | | | | | | Yes  No | | | |
| I certify that I am a U.S. citizen, permanent resident, or a foreign national with authorization to work in the United States. | | | | | | | | | | | | Yes  No | | | |
| Have you ever been convicted of, or entered a plea of guilty, no contest, or had a withheld judgment to a felony? | | | | | | | | | | | | Yes  No | | | |
| If Yes, please explain: | | | | | | | | | | | | | | | |
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| Do you have a driver’s license? | | | Yes  No | | | Driver’s License # | | | |  | | | Issuing State | |  |

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| EDUCATION | | | | | | | | | | | | | |
| School | | | Location | | | | | | Years Completed | | Major | | Degree or Diploma |
| High School | | | | | | | | | | | | | |
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| College and/or Business/Trade School | | | | | | | | | | | | | |
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| If you have any other education or training, please explain: | | | | | | | | | | | | | |
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| **MILITARY** | | | | | | | | | | | | | |
| Have you ever been in the Armed Forces? | | | | | | Yes  No | | | | | | | |
| Date Entered | |  | | | Discharge Date | | |  | | | | | |
| Are you currently a member of the National Guard? | | | | | | Yes  No | | | | | | | |
| Specialty | | | | | | | | | | | | | |
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| **WORK EXPERIENCE** | | | | | | | | | | | | | |
| *Please list ALL work experience beginning with your most recent job held.  Attach additional sheets if necessary.* | | | | | | | | | | | | | |
| Company | | | | Job Title | | | | | | | | Name of Last Supervisor | |
|  | | | |  | | | | | | | |  | |
| Company Location | | | | Company Phone Number | | | | | | | | Reason for Leaving | |
|  | | | |  | | | | | | | |  | |
| Start Date |  | | | | | | End Date | | |  | | | |
| List the jobs you held, duties performed, skills used or learned, and advancements or promotions you received while you worked at this company. | | | | | | | | | | | | | |
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| May we contact the above employer? | | | | Yes  No | | | | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Company | | | Job Title | | | Name of Last Supervisor | |
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| Company Location | | | Company Phone Number | | | Reason for Leaving | |
|  | | |  | | |  | |
| Start Date |  | | | End Date |  | | |
| List the jobs you held, duties performed, skills used or learned, and advancements or promotions you received while you worked at this company. | | | | | | | |
|  | | | | | | | |
| May we contact the above employer? | | | Yes  No | | | | |
| Company | | | Job Title | | | Name of Last Supervisor | |
|  | | |  | | |  | |
| Company Location | | | Company Phone Number | | | Reason for Leaving | |
|  | | |  | | |  | |
| Start Date |  | | | End Date |  | | |
| List the jobs you held, duties performed, skills used or learned, and advancements or promotions you received while you worked at this company. | | | | | | | |
|  | | | | | | | |
| May we contact the above employer? | | | Yes  No | | | | |
| **REFERENCES** | | | | | | | |
| *Please include only individuals familiar with your work and do not include relatives.* | | | | | | | |
| Name | | Relationship | | Phone Number | | | E-mail |
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| Name | | Relationship | | Phone Number | | | E-mail |
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| Name | | Relationship | | Phone Number | | | E-mail |
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| Name | | Relationship | | Phone Number | | | E-mail |
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| Name | | Relationship | | Phone Number | | | E-mail |
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| **CERTIFICATION** | | | | | | | |
| I certify that all answers and statements on this application are true and complete to the best of my knowledge. I understand that, should this application contain any false or misleading information, my application may be rejected or my employment with this company terminated. | | | | | | | |
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| Signature | | | | Date | | | |