



**Job Application Samples**

**#1**

**Personal Information**

|                                      |                   |                              |                     |
|--------------------------------------|-------------------|------------------------------|---------------------|
| <b>Social Security Number (SSN):</b> |                   | <b>Job Application Date:</b> |                     |
| <b>Name (Last Name, First Name):</b> |                   | <b>Middle:</b>               |                     |
| <b>Street Address:</b>               |                   |                              |                     |
| <b>City, State, Zip Code:</b>        |                   |                              |                     |
| <b>Home Phone: ( )</b>               |                   | <b>Mobile Phone ( )</b>      |                     |
| <b>Emergency Contact:</b>            | <b>Phone: ( )</b> | <b>Mobile ( )</b>            | <b>Relationship</b> |

**Desired Position**

|   |  |   |   |
|---|--|---|---|
| <b>Title:</b>   | <b>Availability (Hours &amp; Days)</b> | <input type="checkbox"/> <b>Full Time</b> | <input type="checkbox"/> <b>Part Time</b> |
| <b>Estimated Wages:</b>   |  | <b>Start Date:</b>                        |   |
| <b>Are you willing to work an unusual schedule? When are you available?</b> |  |   |   |

**Previous Employment**

| <b>Company</b> | <b>Length of Employment</b> | <b>Job Title</b> | <b>Duties</b> | <b>Reason for Leaving</b> |
|----------------|-----------------------------|------------------|---------------|---------------------------|
|                |                             |                  |               |                           |
|                |                             |                  |               |                           |
|                |                             |                  |               |                           |
|                |                             |                  |               |                           |

#2

**Personal Information**

|                           |                |                           |                  |
|---------------------------|----------------|---------------------------|------------------|
| <b>Name:</b>              |                | <b>Social Security #:</b> |                  |
| <b>Present Address:</b>   |                |                           |                  |
| <b>Permanent Address:</b> |                |                           |                  |
| <b>Phone:</b>             | <b>Mobile:</b> | <b>Email:</b>             |                  |
| <b>Contact:</b>           | <b>Phone:</b>  | <b>Email:</b>             | <b>Relation:</b> |

**Education**

| <b>School:</b>      | <b>Degree (GED, BA, MA, etc.):</b> | <b>Years Attended:</b> | <b>Graduated: Yes or No?</b> | <b>Year Graduated:</b> |
|---------------------|------------------------------------|------------------------|------------------------------|------------------------|
| <b>High School:</b> |                                    |                        |                              |                        |
| <b>College:</b>     |                                    |                        |                              |                        |
| <b>Graduate:</b>    |                                    |                        |                              |                        |

**Interests**

|   |
|---|
| <b>Why did you apply for this job?</b>              |
| <b>Are you willing to relocate? Why or why not?</b> |
| <b>Hobbies?</b>                                     |

**References**

|  |
|--|
| <b>List at least three professional references—Name, Address, Phone (Business and/or Mobile)</b> |
|  |
|  |
|  |

**Please Attach Your Résumé**

## Vocabulary

1. **Social Security Number, or SSN (phrase)**—8-digit ID number, officially assigned to each citizen, by the US government
2. **Full-time/Part-Time (Adj.)**—Job type when you work about 40 hours per week/about 20-30 hours per week
3. **Estimated Wages (phrase)**—Amount of money that you hope to earn (weekly, monthly, or yearly)
4. **Willing (Adj.)**—Agreeable, okay, no problem
5. **Unusual (Adj.)**—Different, odd (e.g., unusual work schedule, unusual work hours)
6. **Duty (Noun)**—Job task, responsibility
7. **Permanent (Adj.)**—Lasting, stable
8. **Attend (Verb)**—Go to, be present
9. **Graduate (Verb)**—Finish going to school
10. **Relocate (Verb)**—Move to another location
11. **Reference (Noun)**—Person(s) who will recommend you for a job
12. **Résumé (Noun)** –A personal list of previous jobs and work experiences

### Pre-teach vocabulary:

1. **Discuss jobs.** Ask them what kind of jobs they have had and what kind of job they would like now.
2. **List, define and discuss highlighted words**
3. **Use form to provide comprehensible contextual and usage clues for each student**
  - a. Describe your own experience filling out a job application (*optional*)
4. ***If applicable* to student's language proficiency level, discuss the differences between the two job applications**
  - a. Why is one job application longer than the other?

- b. What about the different questions? Are they harder, easier, or is there no difference in difficulty?**
- c. What about questions they have seen/heard but did not understand fully?**