

NTI Day 8 Packet

1. There is a blank job application on the back of this page. You need to complete this application in blue or black ink. If you need additional space for employment, use another piece of paper and attach to this. This is just a sample application. Every company will have a different one however most will contain the same information just in a different format.

COMPANY OR EMPLOYER NAME: _____ POSITION APPLIED FOR: _____

Employment Application

APPLICANT TELEPHONE: _____

SOCIAL SECURITY NUMBER: _____

YOUR NAME: _____
Last First Middle

ADDRESS: _____

ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THE U.S.A.?

Yes No (If yes, verification will be required.)

I AM SEEKING A PERMANENT POSITION: Yes No

IF NECESSARY FOR THE JOB I AM ABLE TO:

Work night shifts? Select: _____

Work overtime? Select: _____

Provide a valid Alaska Drivers License? Select: _____

Are you able to perform the essential functions of the position with or without accommodations?
 Yes No

IF NECESSARY FOR THE JOB, ARE YOU OVER (Please mark one) 14 ___ 15 ___ 16 ___ 18 ___ 21 ___

I WILL BE ABLE TO REPORT TO WORK ___ DAYS AFTER BEING NOTIFIED THAT I AM HIRED.

EDUCATION:	Yes Completed	Field of Study	Graduate or Degree
High School _____			
College/University _____			
Business/Technical _____			
Other (May include grammar school)			

MILITARY SERVICE: Yes No

Duty/Specialized Training: _____

REFERENCES: List two personal references who are not relatives or former supervisors.

Name	Address	Telephone	Occupation	Years known
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

EMPLOYMENT: List last employment first, include summer or temporary jobs. Be sure all your experience or employers related to this job are listed here, in the summary (following this section), or use an extra sheet of paper if necessary.

Employer Name and Address	Position Title/Duties Skills	Dates Employed from to
_____	_____	_____
_____	_____	Reason for leaving
_____	Supervisor's Name: Telephone:	_____
Employer Name and Address	Position Title/Duties Skills	Dates Employed from to
_____	_____	_____
_____	_____	Reason for leaving
_____	Supervisor's Name: Telephone:	_____