

SAMPLE EMPLOYMENT APPLICATION

APPLICANT INFORMATION						
Last Name	First		M.I.	Date		
Street Address			Apartment/Unit #			
City	State		ZIP			
Phone	Email Address					
Date Available	Social Security No.			Desired Salary		
Position Applied for						
Are you a citizen of the United States?		YES	NO	If no, are you authorized to work in the U.S.?		
Have you ever worked for this company?		YES	NO	If so, when?		
Have you ever been convicted of a felony?		YES	NO	If yes, explain		
EDUCATION						
High School			Address			
From	To	Did you graduate?	YES	NO	Degree	
College			Address			
From	To	Did you graduate?	YES	NO	Degree	
Other			Address			
From	To	Did you graduate?	YES	NO	Degree	
PREVIOUS EMPLOYMENT						
Company			Phone			
Address			Supervisor			
Job Title			Starting Salary	\$	Ending Salary	\$
Responsibilities						
Starting Date	Ending Date	Reason for leaving				
May we contact your previous supervisor for a reference?		YES	NO			
Company			Phone			
Address			Supervisor			
Job Title			Starting Salary	\$	Ending Salary	\$
Responsibilities						
Starting Date	Ending Date	Reason for leaving				
May we contact your previous supervisor for a reference?		YES	NO			
Company			Phone			
Address			Supervisor			
Job Title			Starting Salary	\$	Ending Salary	\$
Responsibilities						
Starting Date	Ending Date	Reason for leaving				
May we contact your previous supervisor for a reference?		YES	NO			

MILITARY SERVICE			
Branch	Dates served:	From	To
Rank at Discharge	Type of Discharge		
If other than honorable, explain			
REFERENCES			
<i>Please list three professional references.</i>			
Full Name	Relationship		
Company	Phone		
Email Address			
Full Name	Relationship		
Company	Phone		
Email Address			
Full Name	Relationship		
Company	Phone		
Email Address			
DISCLAIMER AND SIGNATURE			
I certify that my answers are accurate, true, and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.			
Signature		Date	

INTERVIEW QUESTIONS

Can you tell me about yourself?

What are your greatest strengths?

What is your greatest weakness?

Outside of work, what are your interests?

What are your short-term goals?

What are your long-term goals?

How do you define success?

What is your greatest accomplishment?

How would your family or friends describe you?

How would your previous co-workers describe you?

What is your biggest regret?

Are you a team player?

Why did you leave your last job?

Why are you interested in this position?

Can you describe your ideal job?

Can you describe your ideal company?

What makes you qualified for this job?

Why should we hire you?

What qualities do you have that will help you succeed in this position?

What did you like the most about your last job?

Where do you want to be in 5 years?

What did you like the least about your last job?

Why have you been unemployed for _____ months/years?

What are your expectations for this position?

Why have you had so many jobs?

Why have you not worked more?

Can you give me an example of when you worked successfully on a team?

What do you know about this company?

Why do you want this job?

Can you describe a typical day at your last job?

What skills did you learn at your last job that you think would help you here?

What motivates you at work?

How do you prioritize your daily tasks?

If we hire you, how long do you plan to stay with this company?

What management style do you like best?

Do you get along with your managers?

Can you tell me about a goal you set and how you accomplished it?

What was one of your greatest challenges, and how did you overcome it?

What was the biggest risk you took, and how did it work out?

What was your greatest success?

What was your greatest failure?

If you have a disagreement with a co-worker, how do you handle it?

If we asked you to work overtime, what would you say?

If you have a disagreement with your boss, how do you handle it?

Do you view yourself as a leader?

Have you ever managed workers before?

If you had to motivate others at work, what would you do?

Is there ever a situation at work when it's okay to lie to your boss?

OBJECTIONS

You don't have enough experience.

You have never done this job before.

You are over-qualified.

You don't have experience in this industry.

This position is not the right fit for you.

You were fired from your last job.

You have been out of the workforce for too long.

You have hopped from job to job.

You have not kept up with technology.

You don't have enough experience.

We still have other candidates to interview.

You seem like a good candidate, but we don't have a position for you right now.

STAR EXERCISE

Name: _____

Date: _____

Situation:

Task(s):

Action(s):

Result(s):

JOB INTERVIEW CHECKLIST

Name: _____

Date: _____

Interview Date: _____

Prospective Employer: _____

Address: _____

Interviewer: _____

Contact Info: _____

Interviewer: _____

Contact Info: _____

I have packed in my briefcase or bag:

1. Résumés, business cards, handbills
2. References: names and contact information
3. All required information for filling out an application
4. List of questions for interviewer
5. Notepad and pen
6. ID or any documentation I need for the job
7. Cell phone (turned off during interview)

Yes

I have:

8. Confirmed the date, time, and address of the interview
9. Interview site: address, directions, and phone number
10. Interview clothes: cleaned and pressed
11. Cleaned car, filled gas tank, or planned other transportation to interview
12. Showered, brushed teeth, combed hair

JOB INTERVIEW REVIEW

Name: _____

Date: _____

Prospective Employer: _____

Interviewer(s): _____

Main points about the position and the company:

My questions or concerns:

What I forgot to mention:

Action	How did I do?	What can I improve?
Greet the interviewer and introduce myself.		
Establish rapport and build interest.		
Review the employer's needs and gather information.		
Present a solution—me!		
Overcome objections and go for the close.		

Follow-up Plan:
