

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.?			YES		NO	
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.	
<div> <div>Signature</div> <div>Date</div> </div>	

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:

Yes

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)

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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

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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:
