

Job Application: Good Example

Look for the mistakes and see if they were corrected properly.

PERSONAL INFORMATION			
Name: <u>Cromp</u> Last		First <u>Carol</u> Middle <u>C.</u>	
Address: <u>497 Windsor Lane</u> Street		City <u>Lincoln</u> Zip Code <u>91214</u> Telephone Number <u>302-411-6569</u>	
If related to anyone in our employ, list name: <u>n/a</u>		Referred by: <u>Julce Bradshaw</u>	
EMPLOYMENT DESIRED			
Job Title: <u>Accounting Clerk</u>		Date Available: <u>4/16/2007</u>	Salary Desired: <u>open</u>
Check any that apply: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part time <input type="checkbox"/> Summer <input type="checkbox"/> Day Shift <input type="checkbox"/> Night Shift			
SCHOOL MOST RECENTLY ATTENDED:			
Name <u>Latonelle High School</u>		Location <u>Lincoln, NE</u>	Phone <u>302-411-2</u>
Graduated? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Now Enrolled? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Last Grade Completed <u>12</u> Grade Point Average <u>3.7</u>
Sports, Hobbies, Special Interests, and Activities: <u>Softball, Water skiing</u>			
WORK EXPERIENCE			
List your last two employers, starting with the most recent:			
Employer Name <u>H & R Block</u>		Full Time <input type="checkbox"/>	LENGTH OF EMPLOYMENT
Address <u>42 S 500 W, Lincoln, NE</u>		Part Time <input checked="" type="checkbox"/>	From <u>June 15, 2006</u> To <u>January 15, 2007</u> current
Job Title <u>File Clerk</u>		Volunteer <input type="checkbox"/>	Hours Worked Per Week <u>20</u> Salary \$ <u>7.50</u> per <u>hour</u>
Duties <u>File tax reports, proof read tax reports, answer phones, greet customers</u>			
Reason for Leaving <u>n/a</u>			
Employer Name <u>Farrell's Ice Cream</u>		Full Time <input type="checkbox"/>	LENGTH OF EMPLOYMENT
Address <u>583 Windenburg Lane, Lincoln, NE</u>		Part Time <input checked="" type="checkbox"/>	From <u>June 1, 2004</u> To <u>May 31, 2006</u>
Job Title <u>Ice cream waitress</u>		Volunteer <input type="checkbox"/>	Hours Worked Per Week <u>10</u> Salary \$ <u>5.15</u> per <u>hour</u>
Duties <u>greeted customers, take orders from customers, prepare customer orders</u>			
Reason for Leaving <u>to pursue accounting interest</u>			
Legal			
Are you a U.S. citizen? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No. If no, do you have a legal right & necessary documents to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you ever been convicted of a crime other than a minor traffic violation? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please explain offense and final disposition.			
REFERENCES: List Three ADULTS Not Related to You Whom You Have Known At Least One Year.			
Name	Title	Address	Telephone Number
<u>Jack Pershing</u>	<u>Manager, H & R Block</u>	<u>583 Windenburg Ln, Lincoln, NE</u>	<u>302-414-6000</u>
<u>Amanda Farrell</u>	<u>Ice Cream Manager</u>	<u>42 S. 500W, Lincoln, NE</u>	<u>302-413-5500</u>
<u>Milly Johnson</u>	<u>Teacher, Latonelle H.S.</u>	<u>5 Latonelle Way, Lincoln, NE</u>	<u>302-411-2525</u>
I certify, by my signature below, that any false or omitted facts in my answers on this application may be cause for dismissal.			
Signature: <u>Carol C. Cromp</u>		Date: <u>12/30/06</u>	