

# Discovery Activity

## Application for Employment

**Complete the following sample job application.** Completing this application will help VR to understand your skills in this area. Remember to read and answer all of the questions to the best of your ability. Neatness counts!

PLEASE PRINT

Today's Date: \_\_\_\_\_

Last Name: \_\_\_\_\_

First: \_\_\_\_\_

Middle: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

ZIP Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Do you have a legal right to work in the US?  Yes  NoHave you been convicted of a crime other than a minor traffic violation?  Yes  NoIf yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

Are you willing to work? Mark all that apply.

- Full-time (40 or more hours each week)  
  Temporary  
  Evenings  
  Overnights  
  Split Shift  
 Part-time (Less than 40 hours each week)  
 Weekends  
 Holidays  
 Days  
 On-Call

What date are you available to start? \_\_\_\_\_

Mark the days and hours of availability:

**Day**  
 Monday  
 Tuesday  
 Wednesday  
 Thursday  
 Friday  
 Saturday  
 Sunday
**From** \_\_\_\_\_**To** \_\_\_\_\_

What hourly wage is acceptable? \_\_\_\_\_

What benefits do you expect? \_\_\_\_\_

Do you have any physical limitations that would prohibit you from performing any of the job functions with or without reasonable accommodations of the position(s) for which you are applying?  Yes  No

If yes, please specify: \_\_\_\_\_

Do you have any other names by which your records would be found? \_\_\_\_\_

**EDUCATIONAL BACKGROUND:**

School Name	Location	# of Years Completed	Degree/Diploma	Area of Study
High School				
College				
Other				

**CERTIFICATION OR LICENSE AND YEAR EARNED:**

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**EMPLOYMENT HISTORY:** Please provide the following information for your past and current employers, assignments, and volunteer activities, starting with the most recent.

	Dates Employed	Work Performed
	From	
Employer	From	
Address	To	
Phone Number(s)	<b>Hourly Rate or Salary</b>	
Job Title	Starting \$	
Supervisor	Ending \$	
Reason for Leaving		Hours Worked per Week

	Dates Employed	Work Performed
	From	
Employer	From	
Address	To	
Phone Number(s)	<b>Hourly Rate or Salary</b>	
Job Title	Starting \$	
Supervisor	Ending \$	
Reason for Leaving		Hours Worked per Week

	Dates Employed	Work Performed
	From	
Employer	From	
Address	To	
Phone Number(s)	<b>Hourly Rate or Salary</b>	
Job Title	Starting \$	
Supervisor	Ending \$	
Reason for Leaving		Hours Worked per Week

**REFERENCES:** Other than friends or relatives, i.e. business associates.

Name	Address City, State & Zip	Phone	Occupation	Years Known