SAMPLE JOB APPLICATION

PLEASE NOTE: It is important that you complete all parts of the application. If your application is incomplete or does not clearly show the experience and/or training required, your application may not be accepted. If you have no information to enter in a section, please write N/A.

Name and Address	
Name (First, MI, Last) Abigail L Lee	Social Security Number 999-99-9999
Mailing Address 8275 Katherine Corner Suite 594	
City, State, and Zip Code Huron, California 93234	
Telephone 559-675-8637	Alternate Phone (559) 863-1938
If under 18, please list age 16	Email alee-s408@chusd.org

Job Type							
Days/hours available to work							
☐ I have no preference.	☑ Mon.	☑ Tues.	☑ Wed.	☑ Thurs.	☑ Fri.	☐ Sat.	☐ Sun.
I am seeking a:	☐ Full-time job		☑ Part-time job		☐ Full- or Part-time		
How many hours can you work weekly? 20 hours weekly			Can you work nights? No		Date available to begin May 1, 2023		

Additional Information		
Have you ever been employed by this organization in the past?	☐ Yes	☑ No
I certify that I am a U.S. citizen, permanent resident, or a foreign national with authorization to work in the United States.	☑ Yes	☐ No
Have you ever been convicted of, or entered a plea of guilty, no contest, or had a withheld judgment to a felony?	☐ Yes	☑ No
If Yes, please explain: N/A		
Do you have a driver's license? ☐ Yes ☑ No	Driver's license number N/A	Issued in what state? N/A
Have you had any accidents during the past three years? N/A		How many? N/A
Have you had any moving violations during the past three years? N/A		How many? N/A

Education				
School	Location (mailing address)	Years Completed	Major	Degree or Diploma
High School				
Coalinga High School	750 Van Ness Street	2		
College or Business/Trade School				
West Hills College	300 W Cherry Ln, Coalinga, CA 93210	1		

Military			
Have you even been in the Armed Forces?	☐ Yes	☑ No	Date entered N/A
Are you now a member of the National Guard?	☐ Yes	☑ No	Discharge date N/A
Specialty N/A			

Work Experience

Please list ALL work experience beginning with your most recent job held. Attach additional sheets if necessary.

Company N/A	Name of last supervisor N/A	Hrs/week N/A
Address N/A	Start Date N/A	Starting Salary N/A
City, State, and Zip Code N/A	End Date N/A	Final Salary N/A
Phone number N/A	Your last job title N/A	
Reason for leaving (be specific) N/A		
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company. N/A		
May we contact this employer? ☐ Yes ☐ No		

Company N/A	Name of last supervisor N/A	Hrs/week N/A
Address N/A	Start Date N/A	Starting Salary N/A
City, State, and Zip Code N/A	End Date N/A	Final Salary N/A
Phone number N/A	Your last job title N/A	
Reason for leaving (be specific) N/A		
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company. N/A		
May we contact this employer? ☐ Yes ☐ No		

Work Experience (continued)

Company	Name of last supervisor	Hrs/week
N/A	N/A	N/A

Address	Start Date	Starting Salary
N/A	N/A	N/A

City, State, and Zip Code	End Date	Final Salary
N/A	N/A	N/A

Phone number	Your last job title
N/A	N/A

Reason for leaving (be specific) N/A

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

N/A

May we contact this employer? ☐ Yes ☐ No

References

Please include name, phone number, and circumstances of your acquaintance. Exclude relatives and former employers.

1. Mrs. Debra Bonilla, (559)-242-6322, English Teacher at Coalinga High

2. Mrs. Christine Barcus, (559)-124-2341, Health Teacher at Coalinga High

3. Mr. Manuel Chagoyan, (559) 267 -7432, Web Page Teacher at Coalinga High

4. Mr. Mark Gritton, (559)-543-8754, Health Professor at WestHills

I certify that all answers and statements on this application are true and complete to the best of my knowledge. I understand that, should this application contain any false or misleading information, my application may be rejected or my employment with this company terminated.

Signature	Date
Abigail Lee	05/01/23