



# Filling out an Application

**W**hen looking for a job, you will have to fill out many different job applications. Most applications ask for basic information about you, such as a list of all the places where you've worked (your work history), a list of people who can vouch for your character and work habits (references), the date you can start work and what job you want.

You may be asked to fill out the application in the office, or you may be able to take it home and return it later. If possible, take it home so you can take your time and have someone check it. If so, return the application to the employer within 24 hours.

One quick way to fill out an application is to make your own personal data sheet. Like a job resume, a personal data sheet contains all the important information that most applications require.

Here are some examples of information to include in your personal data sheet:

- Your name as it is spelled on your birth certificate or your married name
- Social Security number
- Permanent address

- Phone number where you can be reached during the day and evening
- Names of three people who know you and how well you work and who can be listed as references
- Jobs you have had, your supervisors' names and the companies' addresses
- Driver's License number

Fill out the Personal Data Sheet on page 2.

You can take this sheet with you when you are looking for a job. It will help you fill out applications easily. Make your personal data sheet before you begin your job hunt so that you can find correct spellings, the addresses of your references, your Social Security number and other vital information you may not have memorized.

Most employers look closely at your job application form. It is their first introduction to you. This is why the application process is very important. In most cases, the way you fill out your application will help you get an interview or a job.

Edited by  
**Rosemarie  
Hoffman**

Assistant Professor  
and Extension  
Individual and Family  
Development  
Specialist, The Texas  
A&M University System

*The way you fill out your application will help you get an interview or a job.*

Here are some basic suggestions for filling out an application:

- Always use a ballpoint pen, not a pencil.
- Be sure to type or print clearly.
- Spell all words correctly.
- Write sentences that the employer can understand.
- Make sure it is not messy with smudges.
- Make sure all information is the truth.

### Personal Data Sheet

**Name** \_\_\_\_\_

**Social Security number** \_\_\_\_\_

**Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **ZIP Code** \_\_\_\_\_

**Phone: Day** \_\_\_\_\_

**Night** \_\_\_\_\_

### Schools Attended

Name of School	Dates Attended	Dates Graduated
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

### Job Experience

Name of Company	Address	Job You Held	Dates Job Held
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

### References

Name	Address	Job Title
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

- Avoid using the word “no” when you need to leave something blank. For example, for the question, “Have you ever been convicted of a crime?” Use **n/a**, which means *not applicable* or *does not apply*.
- If you do not have a phone, do not write “no phone” on the application. Put a close relative’s or friend’s phone number where you can be reached. Remember to tell that person you are using his or her phone number.
- Include phone numbers where you can be reached during the day and at night.
- Avoid using the word “fired.”
- When questions about salary are asked, write: “Wish to discuss in person.”

Some job application forms can be confusing, especially those that abbreviate words or phrases. Here is a list of common abbreviations:

<b>BD or DOB</b>	Birth Date or Date of Birth (including Month, Day and Year)
<b>SS or SS# or Soc. Sec.</b>	Social Security number
<b>wt.</b>	Weight
<b>ht.</b>	Height
<b>Tel.</b>	Telephone number
<b>M: F:</b>	Male or Female
<b>M: S: Div:</b>	Married, Single or Divorced
<b>Yr.</b>	Year
<b>Mo.</b>	Month
<b>Exp.</b>	Experience

**Edu.** Education

**No. or #** Number

Below are explanations of words you may see on application forms:

**Applicant:** This means YOU, the person who is applying for the job.

**Marital status:** Are you married, or single?

**Spouse:** Your wife or husband’s name.

**Dependents:** The number of people in your household that you are responsible for (children or other relatives).

**Relationship:** Is the person mentioned your cousin, child, father, mother, friend or former employer?

**Maiden name:** A woman’s last name before she was married.

**Occupation:** Another word for job.

**For office use only:** Leave this space blank. This is for the company to fill out.

**Permanent address:** The address you consider home and where you can be reached by mail at all times.

**Present address:** Where you are living now (For example, if you are living with a relative while you are looking for a job, use that address).

**References:** People who know you very well and can be contacted by the employer to find out about you (and will give you a good recommendation).

**Full-time:** A job that requires you to work at least 36 to 40 hours a week.

**Part-time:** A job that requires you to work at least 16 to 20 hours a week.

**EEO Employer:** Equal Employment Opportunity Employer, which means

*Be sure to type or print clearly on the application form.*

that the company does not discriminate against people because of their race, color, national origin, sex, religion, age or handicap, or against disabled or Vietnam-era veterans.

If you do not understand what an application is requesting, ask a friend or the person who gave you the application to help. Here is an example of a job application form. Practice filling it out.

**Jiffy Supermarket  
Employment Application**

**Personal information**

Name \_\_\_\_\_  
Last First Middle

Driver's License Number \_\_\_\_\_

State \_\_\_\_\_

Social Security Number \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Telephone \_\_\_\_\_

Age \_\_\_\_\_

Date of Birth \_\_\_\_\_

Have you ever worked for Jiffy Supermarket before? Yes \_\_\_ No \_\_\_

If yes, give dates and locations. \_\_\_\_\_  
\_\_\_\_\_

Do you have any physical illnesses or injuries which may limit your ability to perform the job for which you are applying? Yes \_\_\_ No \_\_\_

If yes, what can be done to accommodate your limitation? \_\_\_\_\_  
\_\_\_\_\_

Have you been convicted of a criminal offense within the past 5 years? Yes \_\_\_ No \_\_\_

If yes, give details. \_\_\_\_\_

**Education**

School \_\_\_\_\_ Location \_\_\_\_\_

Last Grade or Level Completed \_\_\_\_\_

Circle one Diploma GED Degree

Date Received : \_\_\_\_\_ Course or Major: \_\_\_\_\_

**Employment Interests**

Position for which you are applying: \_\_\_\_\_

Salary expected: \_\_\_\_\_

Total hours available each week: \_\_\_\_\_

Date available for work: \_\_\_\_\_

Work schedule preferred: Full-time Regular Day Part-time Temporary Night

Hours available: M Tu W Th F Sa Su

FROM \_\_\_\_\_

TO \_\_\_\_\_

Do you have transportation to and from work? Yes \_\_\_ No \_\_\_

**Requirements for Managers**

A Store Manager or Assistant Manager's position may require that you have a car or other vehicle to use on the job.

A. Do you have, or can you get, a valid driver's license? Yes \_\_\_ No \_\_\_

B. Do you have access to a car or truck? Yes \_\_\_ No \_\_\_

C. If you will be driving your own car to and from work, please provide proof of insurance.

Company \_\_\_\_\_ Policy # \_\_\_\_\_

D. Do you have, or can you get a telephone? Yes, I have a phone \_\_\_

Yes, I will get a phone \_\_\_

Is it available day and night? Yes \_\_\_ No \_\_\_

**Employment History**

Please list all jobs you have had in the past 10 years, beginning with your present or last employer. Account for all time periods, including unemployment, self-employment and U.S. military service.

1. Company \_\_\_\_\_ Location \_\_\_\_\_

Phone \_\_\_\_\_ Job \_\_\_\_\_

Supervisor \_\_\_\_\_ Dates Worked: From \_\_\_\_\_ To \_\_\_\_\_

Salary \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

2. Company \_\_\_\_\_ Location \_\_\_\_\_

Phone \_\_\_\_\_ Job \_\_\_\_\_

Supervisor \_\_\_\_\_ Dates Worked: From \_\_\_\_\_ To \_\_\_\_\_

Salary \_\_\_\_\_ Reason For Leaving \_\_\_\_\_

3. Company \_\_\_\_\_ Location \_\_\_\_\_

Phone \_\_\_\_\_ Job \_\_\_\_\_

Supervisor \_\_\_\_\_ Dates Worked: From \_\_\_\_\_ To \_\_\_\_\_

Salary \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

I certify that the information contained on this application is correct to the best of my knowledge and understand that deliberate falsification of this information is grounds for dismissal in accordance with the policy of **Jiffy Supermarket**. I authorize **Jiffy Supermarket** to check my references listed above to give you information concerning my previous employment.

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

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**For Office Use Only**

No opening \_\_\_\_\_ Better candidate available \_\_\_\_\_  
Not qualified \_\_\_\_\_ Employment offered \_\_\_\_\_ Date \_\_\_\_\_  
Hired \_\_\_\_\_ Date \_\_\_\_\_

**Check your work**

Now you can check to make sure you did not make these common mistakes when filling out an application.

- Neat, clean and readable writing
- Correct spelling
- No blank lines
- Correct phone numbers (day and night)

Correct Social Security number

Did not use the word "no"

Remember: You should have answered "yes" to all of the above. The application is very important because it allows the employer to see how much experience you have had and how you handle paperwork. Neatness, knowledge and experience pay off.

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