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Job application form template

Here is a template for a job application you can use to help you create your own:

Personal information

First name:

Middle name:

Last name:

Age:

Gender:

Address:

Phone number:

Email address:

Position and availability

Name of position:

Desired compensation:

Days of availability:

Hours of availability:

Availability for overtime?

If yes, how many hours per day?

Education

Secondary school:

Major subjects:

Obtained marks/grades/CGPA:

Expected or actual graduation date:

Degree or diploma earned:

College/University:

Major(s):

Obtained marks/grades/CPGA:

Expected or actual graduation date:

Degree or diploma earned:

Experience



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Are you currently employed?

If yes, name of company?

Name of employer:

Name of supervisor:

Hourly rate or salary:

Position:

Dates worked there:

Duties:

Reason for leaving:

Name of employer:

Name of supervisor:

Hourly rate or salary:

Position:

Dates worked there:

Duties:

Reason for leaving:

References

First name:

Last name:

Phone number:

Email address:

Relationship to candidate:

Number of years acquainted:

First name:

Last name:

Phone number:

Email address:

Relationship to candidate:

Number of years acquainted:

I hereby certify that all the information provided in this form is accurate, and the presence of any false information is grounds for application rejection or immediate termination.

Signature:

Printed name:

Date:



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Job application form sample

Here is a sample of what a completed job application form might look like:

Personal information

First name: Jessica

Middle name: Louisa

Last name: Davis

Age: 28

Gender: Female

Address: House Number H-875, 345 Circle Road, Toronto, Ontario, ON F9E 4M2

Phone number: 555-555-5555

Email address: jdavis@email.com

Position and availability

Name of position: Sales Manager

Desired compensation: \$40,000

Days of availability: any

Hours of availability: 8-4 M-Thu, 8-6 F-Sun

Availability for overtime? yes

If yes, how many hours per day? 1

Education

Secondary school: Snowdale Secondary School

Major subjects: Physics, English, Calculus, Canadian History

Obtained marks/grades/CGPA: 8.6 CGPA

Expected or actual graduation date: June 2014

Degree or diploma earned: High school diploma

College/University: College of Ontario

Major(s): Business Administration

Obtained marks/grades/CPGA: 9.2 CGPA



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Expected or actual graduation date: May 2018

Degree or diploma earned: B.A. in Business Administration

Experience

Are you currently employed? Yes

If yes, name of company? Mega Consulting

Name of supervisor: Sally Green

Hourly rate or salary: \$40,000 annually

Position: Sales Team Leader

Dates worked there: July 2018-present

Duties: Delegate tasks to team members, help team as needed with their responsibilities, monitor inventory levels, maintain clean storefront

Reason for leaving: I haven't left yet, but I am eager to find a more advanced opportunity.

Name of employer: Sales R Us

Name of supervisor: Mark Hyde

Hourly rate or salary: \$11 per hour

Position: Business Development Intern

Dates worked there: August 2016-December 2016

Duties: Performed clerical duties such as filing paperwork, helped respond to customer queries, created new business proposals under the supervision of employees

Reason for leaving: Internship designed to last for only six-month period.

References

First name: Mark

Last name: Hyde

Phone number: 987-654-3210

Email address: mark.hyde@salesrus.com

Relationship to candidate: Internship supervisor

Number of years acquainted: 5



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First name: Richard

Last name: Burke

Phone number: 777-777-7777

Email address: r.burke3@email.com

Relationship to candidate: Professor

Number of years acquainted: 7

I hereby certify that all the information provided in this form is accurate, and the presence of any false information is grounds for application rejection or immediate termination.

Signature: Jessica L. Davis

Printed name: Jessica L. Davis

Date: 2021-07-11

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