



Master Application

A completed Master Application can be a useful tool for job search. It can make filling out applications. Try to list *all* past employment. Include the most accurate start/end dates and contact information. If the application is filled out on a computer you can copy and paste the information onto on-line applications or into e-mails to potential employers.

PERSONAL INFORMATION				
Name				
Present Address				
Previous Address				
Home Phone #				
Cell Phone #				
Message Phone #				
Work Phone #				
Are you authorized to work in the USA?				
	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
E-mail Address				
Date of Birth				
Social Security #				
Military Service?				
	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

POSITION DESIRED				
Position or Type of Employment Desired	Will Accept:		Shift:	
	<input type="checkbox"/>	Part-Time	<input type="checkbox"/>	Day
	<input type="checkbox"/>	Full-Time	<input type="checkbox"/>	Swing
	<input type="checkbox"/>	Temporary (Seasonal)	<input type="checkbox"/>	Graveyard
	<input type="checkbox"/>		<input type="checkbox"/>	Rotating
Are you able to perform the essential functions of the job you are applying for, with or without reasonable accommodation?				
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
			Not without accommodation [Explain]:	
Salary Desired			Date Available	

CRIMINAL BACKGROUND (no longer required on most applications)

Have you ever been convicted of any misdemeanors or felonies?				<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Type:		Result:		Offense:			Year:
<input type="checkbox"/>	Felony	<input type="checkbox"/>	Expunged				
<input type="checkbox"/>	Misdemeanor	<input type="checkbox"/>	Convicted				

COMPLETE WORK HISTORY/ MILITARY EXPERIENCE

Last/Current Employer					Phone			
Address					City			State
					Zip			
Supervisor/Contact					Starting Wage			
Position(s) Held					End Wage			
Reason for Leaving:					Dates of Employment (mm/yy-mm/yy)			
Job Duties:								
Tools/ Equipment Used:					Awards/Achievements:			
Skills Learned:								

Second Last Employer					Phone			
Address					City			State
					Zip			
Supervisor/Contact					Starting Wage			
Position(s) Held					End Wage			
Reason for Leaving:					Dates of Employment (mm/yy-mm/yy)			
Job Duties:								
Tools/ Equipment Used:					Awards/Achievements:			
Skills Learned:								

Third Last Employer					Phone			
Address				City			State	Zip
Supervisor/Contact					Starting Wage			
Position(s) Held					End Wage			
Reason for Leaving:					Dates of Employment (mm/yy-mm/yy)			
Job Duties:								
Tools/ Equipment Used:					Awards/Achievements:			
Skills Learned:								
Fourth Last Employer					Phone			
Address				City			State	Zip
Supervisor/Contact					Starting Wage			
Position(s) Held					End Wage			
Reason for Leaving:					Dates of Employment (mm/yy-mm/yy)			
Job Duties:								
Tools/ Equipment Used:					Awards/Achievements:			
Skills Learned:								

Fifth Last Employer					Phone			
Address				City			State	Zip
Supervisor/Contact					Starting Wage			
Position(s) Held					End Wage			
Reason for Leaving:					Dates of Employment (mm/yy-mm/yy)			
Job Duties:								
Tools/ Equipment Used:					Awards/Achievements:			
Skills Learned:								

ORGANIZATIONAL MEMBERSHIPS, OTHER JOBS AND VOLUNTEER ACTIVITIES
(list responsibilities and offices)

EDUCATION

Last High School Attended								
City & State								
Dates Attended								
Graduated?	Diploma		GED		NA		Date Graduated	
Work Related Classes Taken								

VOCATIONAL TRAINING OR COLLEGE EDUCATION

School #1		Dates Attended	
Address			
Major Areas of Study		GPA	
Other Areas of Study			
Diploma/Degree/Certificates Earned		Dates Obtained	
Tools or Equipment Skills			

School #2		Dates Attended	
Address			
Major Areas of Study		GPA	
Diploma/Degree/Certificates Earned		Dates Obtained	
Tools or Equipment Skills			

OTHER TRAININGS ATTENDED

Training Name	Location	Dates Attended	Certificate Earned

OCCUPATIONAL LICENSE, CERTIFICATE OR REGISTRATION

Type		Number		Expires	
Type		Number		Expires	
Type		Number		Expires	

SKILLS — LIST ALL

Computer Hardware		Computer Software	
Expert In	Knowledge of	Advanced User of	Knowledge of
Machines/Equipment		Clerical	
Operate	Trained	Typing WPM	10-key KPH
		General Clerical	
People Skills			
Other (be specific)			
LANGUAGES			
Fluent:	Speaking:	Reading:	Writing:
Proficient /Conversational:			
Studied/Not Current:			
Have you completed NCRC?		List all certificates you have proving skill sets:	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Score:	

REFERENCES

Name		Telephone #	
Address			
Occupation		Company Name	
Relationship		Years Known	
Name		Telephone #	
Address			
Occupation		Company Name	
Relationship		Years Known	
Name		Telephone #	
Address			
Occupation		Company Name	
Relationship		Years Known	

APPLICATION TRACKING SHEET

Business Name	Position	Online/In Person	Contact Info	Provided: Cover Letter, Resume, Application, Portfolio	Followed-up?