



Creating real-world-readiness since 1987

**Peak Mastery**  
Toll free 866.471.4285

## **Explore Job Applications and Create Yours** **Most of the jobs you'll apply for will require an application.**

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**Explore a sample Job Application** The job application is a simple form, provided by the employer, that you fill in. It tells basic information about you and your history.

→ ***In your online account, download the Sample Job Application.***

Notice the following sections in the sample:

- Name, address, and other personal info including Social Security number
- Additional info about your personal history
- Educational background
- Work and job history
- How you learned about the job
- Other info about the job
- Your signature, verifying that everything is accurate

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**Collect the info for your application** In the following section, enter the info you need for a job application. Then, you can print this and take it with you. You won't have to remember it and the application will be easier to fill out. (Plus, you'll look more organized.)

*(To protect your privacy, don't enter or print your name, social security number, address, phone number, or email. You should have these memorized.)*

***Start by entering you education history....***

**Name of middle school:**

**Dates attended this school:**

**Name of high school:**

**Dates attended this school:**

**Other school (college, etc.):**

**Dates attended this school:**

**Do you have a diploma or any degrees? List them here:**

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**Enter your work experience.**

(You may enter volunteer projects, community work, and other experience if it's significant.)

**Job 1, Employer and job title:**

**Employer address and phone:**

**Dates you worked at this job:**

**Name of supervisor or contact:**

**Reasons why you left this job:**

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**Job 2, Employer and job title:**

**Employer address and phone:**

**Dates you worked at this job:**

**Name of supervisor or contact:**

**Reasons why you left this job:**

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**Job 3, Employer and job title:**

**Employer address and phone:**

**Dates you worked at this job:**

**Name of supervisor or contact:**

**Reasons why you left this job:**

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**Job 4, Employer and job title**

**Employer address and phone:**

**Dates you worked at this job:**

**Name of supervisor or contact:**

**Reasons why you left this job:**



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