**Job Application Information: Students**

Paid and Non-Paid Work Experiences

The information contained on this form will assist you in filling out most job application. Keep this information in a safe place and remember to update the information as needed.

|  |  |
| --- | --- |
| Basic Information | |
| First and Last Name |  |
| Address |  |
| Phone Number |  |
| Email |  |
| Available Days of the Week | S M T W TH F S |
| Times of Availability |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Education | | | |
|  | High School | College | Other |
| School Name |  |  |  |
| Major/Concentration |  |  |  |
| Relevant coursework |  |  |  |
| Grade Point Average |  |  |  |
| Graduation or Expected Graduation Date |  |  |  |
| Certifications/Trainings |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Volunteer Experience and Career Activities | | | |
|  | Experience #1 | Experience #2 | Experience #3 |
| Business or Activity Name |  |  |  |
| Supervisor or Main Contact  Phone or email |  |  |  |
| Participation Dates |  |  |  |
| Responsibilities or tasks performed |  |  |  |
| Career Cluster |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Work Experiences | | | |
|  | Experience #1 | Experience #2 | Experience #3 |
| Business Name |  |  |  |
| Supervisor or Boss  Phone or email |  |  |  |
| Job Position |  |  |  |
| Employment Dates |  |  |  |
| Reason for Leaving |  |  |  |
| Job Responsibilities |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| References | | | |
|  | Reference #1 | Reference #2 | Reference #3 |
| Name (first and last) |  |  |  |
| Relationship |  |  |  |
| How long have you known the person |  |  |  |
| Phone Number |  |  |  |
| Email |  |  |  |
| Permission to use as a reference | Yes No | Yes No | Yes No |

Date created\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date updated\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_