**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.

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| --- |
| 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 ContactPhone or email  |  |  |  |
| Participation Dates |  |  |  |
| Responsibilities or tasks performed |  |  |  |
| Career Cluster |  |  |  |

|  |
| --- |
| Work Experiences |
|  | Experience #1 | Experience #2 | Experience #3 |
| Business Name |  |  |  |
| Supervisor or BossPhone 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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_