



MASTER JOB APPLICATION

Please complete the information below. This form gathers information commonly requested on employment applications.

1. Personal Information

Full Name

Phone Number

Email Address

Street Address

City, State, ZIP Code

Preferred Method of Contact

☐ Phone

☐ Text

☐ Email

2. Work Authorization

Are you legally authorized to work in the United States?

☐ Yes ☐ No

Are you at least 18 years old?

☐ Yes ☐ No

3. Position Information

Position(s) you are interested in:

Type of employment desired:

- ☐ Full-time
- ☐ Part-time
- ☐ Seasonal
- ☐ Temporary

Date available to begin work:

Expected hours per week (if known):

4. Work Availability

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Preferred shift (if applicable)

- ☐ Morning
 - ☐ Afternoon
 - ☐ Evening
 - ☐ Overnight
 - ☐ Flexible
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5. Transportation

How will you typically get to work?

- ☐ Personal vehicle
- ☐ Family or friend
- ☐ Public transportation
- ☐ Walking / biking
- ☐ Ride service (Uber, Lyft, etc.)

Additional transportation notes (if applicable):

6. Work History (Most Recent First)

Employer Name	Job Title
City / State	
Dates Worked (Month / Year – Month / Year)	
Supervisor Name	Supervisor Phone (if known)
Main Duties / Responsibilities	
Reason for Leaving	

Employer Name	Job Title
City / State	
Dates Worked (Month / Year – Month / Year)	
Supervisor Name	Supervisor Phone (if known)
Main Duties / Responsibilities	
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Employer Name	Job Title
City / State	
Dates Worked (Month / Year – Month / Year)	
Supervisor Name	Supervisor Phone (if known)
Main Duties / Responsibilities	
Reason for Leaving	

7. Education

Highest level of education completed

School or program name

City / State

Diploma, certificate, or degree earned (if applicable)

8. Skills and Experience

Please list any skills, strengths, or work experience that may be helpful for employment. Include volunteer experiences.

Examples may include customer service, cleaning, food service, stocking, computer skills, teamwork, or other job-related skills.

9. Certifications or Training (if applicable)

Examples may include CPR, First Aid, Food Handler Card, driver's license, computer training, vocational programs, etc.

10. Workplace Accommodations (Optional)

Do you need any workplace accommodations to help you perform job duties or participate in the hiring process?

If yes, please describe:

11. Criminal History

Have you ever been convicted of a crime that has not been expunged or sealed?

☐ Yes ☐ No

If yes, please explain. A conviction does not automatically disqualify employment.

12. References

Reference Name	Relationship
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Phone Number or Email	
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Reference Name	Relationship
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Phone Number or Email	
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13. Applicant Statement

I certify that the information provided in this application is true and complete to the best of my knowledge.

Applicant Signature: _____

Date: _____