

Sample Job Application

This information is collected under the authority granted by 34 CFR § 361.38 for the purpose of facilitating vocational rehabilitation (VR) services. As mandated by this regulation and Wis. Stat. § 47.02(7), all personal information is kept confidential and released only with the informed consent of the consumer or their representative, or as required by law. Completing this form is voluntary, but not providing this information may result in service delays. Information collected may be used for administration of the VR program, coordination of services, and other purposes.

Application Information

| | | | | |
|----------------|----------------|--------------|-------|----------|
| First Name | Middle Initial | Last Name | | |
| Address | | | | |
| Address Line 2 | | City | State | Zip Code |
| Phone | | Email | | |
| Date Available | | Desired Wage | | |

Basic Information

| | | |
|---|-----|----|
| Are you 18 years old or older? | Yes | No |
| Are you a U.S. citizen? | Yes | No |
| If No, are you authorized to work in the U.S.? | Yes | No |
| Do you have a driver's license? | Yes | No |
| Any accidents in the past three (3) years? | Yes | No |
| Any moving violations in the past three (3) years? | Yes | No |
| Have you ever been convicted of a felony? | Yes | No |
| If Yes, please explain: | | |
| If asked, are you willing to consent to a background check? | Yes | No |
| If asked, are you willing to consent to a drug screen? | Yes | No |

Employment Availability

| | | | | | | |
|--|--------|---------|-----------|----------|--------|----------|
| Seeking: Full-time Part-time Either | | | | | | |
| How many hours per week can you work? | | | | | | |
| Fill in your availability for each day below: | | | | | | |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| | | | | | | |

Education

| | |
|------------------------------------|-------------|
| High School: | City/State: |
| From: | To: |
| Did you graduate? Yes No | Diploma: |
| College: | City/State: |
| From: | To: |
| Did you graduate? Yes No | Diploma: |
| Other: | City/State: |
| From: | To: |
| Did you graduate? Yes No | Diploma: |

Work Experience

| | | |
|---|-----------|------|
| Company | Address | |
| Phone | Email | |
| Supervisor | Job Title | |
| Start Date | End Date | Wage |
| Responsibilities (List positions held, duties performed, skills used or learned, and any promotions or advancements): | | |
| May we contact this employer? Yes No | | |

| | | |
|---|-----------|------|
| Company | Address | |
| Phone | Email | |
| Supervisor | Job Title | |
| Start Date | End Date | Wage |
| Responsibilities (List positions held, duties performed, skills used or learned, and any promotions or advancements): | | |
| May we contact this employer? Yes No | | |

| | | |
|---|----------|-----------|
| Company | | Address |
| Phone | | Email |
| Supervisor | | Job Title |
| Start Date | End Date | Wage |
| Responsibilities (List positions held, duties performed, skills used or learned, and any promotions or advancements): | | |
| May we contact this employer? Yes No | | |

Military Service

| | |
|---|-------------------|
| Are you a veteran? Yes No | |
| Branch | Rank at Discharge |
| From/To | Type of Discharge |

References

| | |
|--|--------------|
| Please list three professional references. | |
| Full Name | Relationship |
| Company | Phone |
| Address | Email |
| Full Name | Relationship |
| Company | Phone |
| Address | Email |
| Full Name | Relationship |
| Company | Phone |
| Address | Email |

Disclaimer and Signature

| | |
|---|-------------|
| This sample job application is intended for practice purposes. Completing this form helps prepare applicants for real employment applications. | |
| I certify that the information provided in this application is true and complete to the best of my knowledge. I understand that in an actual employment setting, false or misleading information in an application or interview may result in denial of employment or termination if hired. | |
| Signature | Date Signed |