



Completing Applications Graphic Organizer: Intermediate Application Form

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Personal

Kellerman	Glen	Raymond	123-45-6789
Last Name	First	Middle	Social Security Number
123 Main Street	Raleigh,	NC 55555	(555) 555-1234
Street Address	City	State	Zip Code Telephone Number (Area Code)
If hired, can you supply legal documentation or your U.S. Citizenship or proof that you are legally entitled to work in the U.S.?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are you over the age of 18?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If no, state your age:
What position are you applying for? Photolab Technician			
Can you work:		<input type="checkbox"/> Anytime <input checked="" type="checkbox"/> Days <input type="checkbox"/> Evenings <input type="checkbox"/> Weekends	
Are there days you cannot work?		Sundays	
Have you ever been convicted of a felony or misdemeanor, a violent crime, a retail related crime (ie. Shoplifting, credit card fraud, robbery, theft, burglary)?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, please explain the nature of the crimes and the dates of the convictions.			
You do not need to disclose any information regarding arrests, criminal charges, and convictions that have been expunged, annulled, sealed, erased, dismissed, or overturned from your record. Note: A conviction will not necessarily disqualify you from employment.			

Education

Type of School	Name of School	Location of School	Diploma or degree received/expected	Years Completed
High School	Milton High School	Cary, NC	Standard Diploma	4
College	Williams Tech	Raleigh, NC	Expected: Associates Degree	1
Graduate				
Other				

References List names of 3 people (excluding relatives) we may contact who have knowledge of your job-related skills:

Name	Relationship	Telephone Number	Address	Occupation
Mr. John Schumer	Art Teacher	919-123-4567	101 Cary Parkway Cary, NC 27121	High School Teacher
Mrs. Caroline Sanders	Math Teacher	919-123-4567	101 Cary Parkway Cary, NC 27121	High School Teacher
Mr. Donald Pettigrew	Job Coach	919-987-6543	1800 Best Ave. Raleigh, NC 27608	Job Coach



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Employment Experience

Rite Aid Pharmacy				Start (MM/DD/YY) 08/10/09	End (MM/DD/YY) 11/30/10
Name of Employer				Dates of Employment	
114 Creek Run Street	Raleigh,	NC	27161	(919) 555-1234	
Street Address	City	State	Zip Code	Telephone Number (Area Code)	
Photolab Technician - Developed film, managed film orders					
Position/Job Duties					
My school schedule conflicted with my work schedule					
Reason for Leaving					

Parrish Outreach				Start (MM/DD/YY) 06/15/09	End (MM/DD/YY) current
Name of Employer				Dates of Employment	
1111 Jonesborough Road	Raleigh,	NC	27165	(919) 555-6543	
Street Address	City	State	Zip Code	Telephone Number (Area Code)	
Volunteer - Loaded cans into storage bins and distributed items to consumers in outreach center					
Position/Job Duties					
I am still a volunteer with Parrish Outreach					
Reason for Leaving					

				Start (MM/DD/YY)	End (MM/DD/YY)
Name of Employer				Dates of Employment	
Street Address	City	State	Zip Code	Telephone Number (Area Code)	
Position/Job Duties					
Reason for Leaving					



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Employment Experience

	Start (MM/DD/YY)	End (MM/DD/YY)
Name of Employer	Dates of Employment	
Street Address	City	State
Zip Code	Telephone Number (Area Code)	
Position/Job Duties		
Reason for Leaving		

	Start (MM/DD/YY)	End (MM/DD/YY)
Name of Employer	Dates of Employment	
Street Address	City	State
Zip Code	Telephone Number (Area Code)	
Position/Job Duties		
Reason for Leaving		

Describe your work-related skills, experience, or training that relate to the position you are applying for:

In my school library, I learned how to organize reference materials. I also shelved books and assisted other students with basic questions and requests.

Describe a goal you set for yourself. How did you achieve that goal?

One goal I set for myself was to join a club in my high school. I started attending Creative Writing Club meetings every week. I was proud of myself for achieving this goal.

Describe a situation where you worked on a team. Why was the experience successful or unsuccessful?

In my senior year, I had to work with a group of classmates to grow a vegetable garden. We made a schedule and shared job duties. Our garden was beautiful! This was a successful experience.

I certify that the above statements are true and that the making of false statements or omitting information will be considered sufficient cause for immediate termination upon such discovery.

Applicant Signature

Date