

Basic Job Application

Job/Salary Information

Instructions: Print clearly in black or blue ink.
Answer all questions. Sign and date the form.

Salary Desired:
\$50k

Position Applying For:
Office Assistant

Personal Information

Last Name:

Martin

First Name:

Frank

M.I.

L.

SSN (xxx-xx-xxxx):

123-45-6789

Birth Month:

June

Birth Day:

29

Birth Year:

1970

Address:

123 Elm Street

City:

Arlington

State:

VA

ZIP:

22207

Phone (xxx-xxx-xxxx):

555-767-5309

Email Address:

Frankmartin@gmail.com

Motor Vehicle History

Are you able to perform the responsibilities of the position with reasonable accommodations?

Yes

Can you provide proof of eligibility to work in the United States?

Yes

If you are under age 18, do you have an employment/age certificate?

Yes

Have you been convicted of or pleaded no contest to a felony within the last five years?

No

If yes, please explain:

n/a

Do you have a valid driver's license?

Yes

Do you have a legal and functional vehicle?

Yes

License Number:

B987654

State:

VA

Class:

Expiration (mm/dd/yyyy):

06/30/2025

Have you had any accidents in the past three years?

No

How Many?

0

Have you had any moving violations in that time?

No

How many?

0

Basic Job Application

Previous Applications

Have you ever applied for a job with Your Company Name before?

No

Date:

Location:

Position:

Have you ever worked for Your Company Name before?

No

If yes, from what date to what date:

Location:

Position:

Availability

Day of the Week:	Morning	Midday	Afternoon	Evening
Monday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tuesday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Thursday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Additional Availability

Are you able to work holidays?

Yes

Are you able to work nights?

Yes

Type of work desired?

Full-time

If hired, on what date would you be available to begin work?

12/1/2019

How many hours per week are you available to work?

40

Education

Type of School:	Name:	City and State:	Major/Minor:	Number of Units:	Hours/ Recognitions:	Graduation Date:
High School	Washington-Lee High School	Arlington, VA	High School Diploma			1988
Technical/Trade School	Strayer	Arlington, VA	Accounting	4	4	1990

Skills

Office Use Only

OS

☒ Windows

☐ Mac

☐ Linux

Versions:

Windows 7

Typing:

Yes

Word Processing:

Yes

WPM:

60

Ten-Key:

Basic Job Application

WPM:

50

Yes

Other Skills:

Excel

Military

Have you ever served in the armed forces?

No

Enlisted:

Branch:

Discharged:

Specialty:

Current/Last Employer

Employer Name:

Professional Office of Northern Virginia

From what date to what date:

Jan 2017 - Oct 2019

Job Title:

Office Assistant

Address:

456 Wilson Blvd

City:

Arlington

State:

VA

Zip Code:

22213

Phone Number:

703-555-5309

List your primary responsibilities, skills, and accomplishments with this job:

Answered Phones, Made Appointments, Filing, Preparing Documents

Reason for Leaving (Be Specific):

Company Closed

Work History

Employer Name:	From what date to what date:	Job Title:	Address:	City:	State:	Zip Code:	Phone Number (xxx-xxx-xxxx):	List your primary responsibilities, skills, and accomplishments with this job:	Reason for Leaving (Be Specific):
Arlington Business Offices	Feb 2010 - Jan 2017	Office Clerk	789 Lee Highway Suite 10	Arlington	VA	22207	703-555-5000	Filing, phone calls, appointment	Left for better position and new company
DeRand Investments	June 2000 - Feb 2010	File Clerk	2201 Wilson Blvd	Arlington	VA	22209	703-555-9580	File Clerk, Kept File Room Organized, and sent	Company relocated to another state

Basic Job Application

Employer Name:	From what date to what date:	Job Title:	Address:	City:	State:	Zip Code:	Phone Number (xxx-xxx-xxxx):	List your primary responsibilities, skills, and accomplishments with this job:	Reason for Leaving (Be Specific):
								out mail	

Release Statement

I hereby attest that all of the information I have provided is true and correct to the best of my knowledge. I am aware that missing, misleading, or false information is grounds not to hire me, or for my termination after hiring.

Applicant Signature

Applicant Signature:

