


# Unit 12

## 1 BEFORE YOU WRITE

Read the job application form. Find *Over 18 years of age*, *Last attended*, and *Most recent*. What do they mean?

## 2 WRITE

Review the job applications on pages 242 and 243. Then complete this job application. Use true or made-up information.



**Personal Information**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Job applying for \_\_\_\_\_ When can you start? \_\_\_\_\_

Are you over 18 years of age? \_\_\_\_\_ If not, date of birth \_\_\_\_\_

Please list all the times you are available to work (from 6 A.M. to 12 A.M.)

SUN \_\_\_\_\_ M \_\_\_\_\_ T \_\_\_\_\_ W \_\_\_\_\_ TH \_\_\_\_\_ F \_\_\_\_\_ SAT \_\_\_\_\_

**Education**

Last school attended \_\_\_\_\_ Date last attended \_\_\_\_\_  
(name of school)

**Job History (list most recent first)**

Company \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

Job \_\_\_\_\_ Dates worked from \_\_\_\_\_ to \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Company \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

Job \_\_\_\_\_ Dates worked from \_\_\_\_\_ to \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Can you...complete a job application?