



# APPLICATION FOR EMPLOYMENT

**PERSONAL INFORMATION**

DATE OF APPLICATION: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First MiddleAddress: \_\_\_\_\_  
Street (Apt) City/State ZipAlternate Address: \_\_\_\_\_  
Street City/State ZipContact Information: \_\_\_\_\_  
Home Telephone Mobile Telephone Email**POSITION SOUGHT:** \_\_\_\_\_**Available Start Date:** \_\_\_\_\_**Desired Pay Range:** \_\_\_\_\_  
Hourly or Salary**Are you currently employed?** \_\_\_\_\_**EDUCATION**

	Name and Location	Graduate? – Degree?	Major / Subjects of Study
High School			
College or University			
Specialized Training, Trade School, etc...			
Other Education			

Please list any of your abilities and/or special skills that you feel would be beneficial in the workforce.

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## PREVIOUS EXPERIENCE

Please list beginning from most recent

Dates Employed	Company Name	Location	Role/Title

**Job notes, tasks performed and reason for leaving:**

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**Job notes, tasks performed and reason for leaving:**

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Dates Employed	Company Name	Location	Role/Title

**Job notes, tasks performed and reason for leaving:**

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Dates Employed	Company Name	Location	Role/Title

**Job notes, tasks performed and reason for leaving:**

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Please answer the following questions by **circling Y for Yes or N for No**

Interpersonal skills are the skills we use to interact with other people. Good interpersonal skills allow you to participate effectively as a member of a team, satisfy customers and clients' expectations, negotiate, make decisions, manage your time efficiently, take responsibility, and work effectively with other employees

**Would you consider yourself to have good interpersonal skills? Y / N**

If you are either applying for a job or looking for a promotion with your current employer, you will need to demonstrate good communication skills. The ability to communicate both verbally and in writing with a wide variety of people, maintain good eye contact, write clearly, demonstrate a varied vocabulary and tailor your language to your audience are all essential skills that employers seek. Good verbal and written communication means you can get your messages across with less chance of misunderstanding.

**Would you consider yourself to have good communication skills? Y / N**

Critical Thinking Skills are the skills we use to solve problems and make decisions. Decision making and problem solving require gathering reliable information, evaluating the information for a variety of solutions and selecting the most appropriate option based on the criteria and situation.

**Would you consider yourself to have critical thinking skills? Y / N**

Creative thinkers are innovative and inventive and are more likely to devise new ways of doing things that add value to the work environment, making systems and procedures more efficient. Creative thinkers can offer new perspectives about the job and the company.

**Would you consider yourself to be a creative thinker? Y / N**

Personal development is all about having the right attitude towards work and the organisation you work for. Employers look for people who are eager to learn. Lifelong learners are always valued in organisations. In order to stay ahead of the competition, organisations need to continually learn and develop better ways of doing things.

**Would you consider yourself someone who is eager to learn? Y / N**

Leadership is the ability to influence others toward the achievement of a goal. Leaders either have, or are perceived to have, strong self-confidence. Leaders are team players, allowing them to work in a group to achieve the best results for their employer. Leaders show social skills by respecting the thoughts, opinions and ideas of others. They gain the respect of others and aim for credibility.

**Do you consider yourself to have leadership abilities? Y / N**

**Mail Completed Application to:**  
Hawkinsville Chamber of Commerce  
P O Box 300  
Hawkinsville GA 31036