

Job Application Practice #2

Fill out an application for Sen Vang. Use a form at the end of your booklet.

Sen Vang

1234 Tyler Rd., #3C
Los Angeles, CA 90021
(310) 345-2468 senv1@gmail.com

OBJECTIVE: to obtain a position as an auto service manager

QUALIFICATIONS

- Experienced, detail oriented, hardworking and honest
- Bilingual: English and Vietnamese

EMPLOYMENT

Assistant Manager, Auto Services 06/2013 - Present
Central Rent-a-Car, Los Angeles, CA

- supervise ten mechanics
- order all supplies
- handle customer service

Auto Mechanic 05/2010 – 05/2013
Jack's Auto Shop, Los Angeles, CA

- performed routine maintenance and repair services
- troubleshoot and diagnosed mechanical problems
- maintained clean and orderly shop

EDUCATION

Computer technology courses 2016 - Present
City Community College, Los Angeles, CA

High school graduate
Jackson High School, Los Angeles, CA

Additional Information for Sen Vang

Use this additional information about Sen Vang to complete his job application.

- Social Security Number: 621-84-1140
- He was born on July 3, 1991.
- Sen can start a new job two weeks from now.
- It is OK to call his present employer.
- He has a valid driver's license from California.
- He would like a full-time position.
- He wants another job because he wants more opportunity for advancement. He goes to school in the evening, so he needs daytime hours.
- Currently he earns \$18.25 an hour. He would like to earn \$20.00 an hour to start with a possibility to advance.
- Sen has never applied to this company before.
- Sen's friend, Jason Enders, told him about this job opening.
- Sen went to elementary school in Saigon, Vietnam.
- He has never been in the military.
- He has never been convicted of a felony or misdemeanor.
- He left Jack's Auto Shop because he found a better opportunity.



Employer Contact Information:

Central Rent-a-Car
416 Lincoln Ave
Los Angeles, CA 90041

Jack's Auto Shop
214 Los Alamos Drive
Los Angeles, CA 90024

References:

Dennis Horn, Instructor of Industrial Education,
3283 Culver Avenue
Los Angeles, CA 90041
(310) 430-9234

Jack Carter, owner of Jack's Auto Shop
214 Los Alamos Drive
Los Angeles, CA 90024
(310) 399-2323

PRACTICE APPLICATION FOR EMPLOYMENT

Fill out the application. Use the information about other people provided for you.

Application for Employment			
Name _____ Last _____ First _____ Middle Initial			
Present Address	City	State	Zip Code
Phone No. ()		Email Address	
PERSONAL INFORMATION			
Are you 18 or older?		Are you legally able to work in the U.S.?	
Social Security Number	Sex ☐ Male ☐ Female	Do you have a valid driver's license? ___ Yes ___ No	If yes, what state? _____
EMPLOYMENT INTEREST AND AVAILABILITY			
Position or type of work you are looking for:		Date you can start:	Preferences: ☐ Full-time ☐ Part-time ☐ Day ☐ Night
EDUCATION			
	Name of School	Location	
High School			
College or University			
Vocational School or Continuing Education Program			

PAST EMPLOYMENT (List last two jobs, beginning with your current or most recent job)			
Date (month & year)	Company/Employer's Name and Address	Position	Reason For Leaving
From			
To			
From			
To			
OTHER INFORMATION			
Languages spoken:			
U.S Military Or Naval Service ____ Yes ____ No		Years of Service:	
Do you have any physical limitations? ____ Yes ____ No If yes, explain:			
Have you been convicted of a felony or misdemeanor since age 18? ____ Yes ____ No If yes, explain:			
REFERENCES (Provide the names of two persons not related to you who know you well.)			
Name	Address & Phone Number	Occupation	
I certify that the information provided on this application is true and correct.			
Signature			Date