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
- troubleshot 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

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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

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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		

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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

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