

EMPLOYMENT / JOB APPLICATION

PERSONAL INFORMATION

Date: July 8, 2026

FULL NAME: John S Smith
First Middle Last

ADDRESS: 123 Main Street
Street Address

Apt/Suite

Lansing, MI 48933
City

State

Zip Code

E-MAIL: john.smith@email.com PHONE: 517-555-0148

SOCIAL SECURITY NUMBER (SSN): On file / provided upon hire

DATE AVAILABLE: July 15, 2026 DESIRED PAY: \$15.00 ☒ HOUR ☐ SALARY

POSITION APPLIED FOR: Entry-Level Production Assistant, Aero Company

EMPLOYMENT DESIRED: ☐ FULL-TIME ☒ PART-TIME ☐ SEASONAL

EMPLOYMENT ELIGIBILITY

ARE YOU LEGALLY ELIGIBLE TO WORK IN THE U.S? ☒ YES ☐ NO*

HAVE YOU EVER WORKED FOR THIS EMPLOYER? ☐ YES* ☒ NO

*IF YES, WRITE THE START AND END DATES: _____

HAVE YOU EVER BEEN CONVICTED OF A FELONY? ☐ YES* ☒ NO

*IF YES, PLEASE EXPLAIN: _____

EDUCATION

HIGH SCHOOL: Lansing High School CITY / STATE: Lansing, MI

FROM: September 2022 TO: Present

GRADUATE? ☐ YES ☒ NO DIPLOMA: Expected 2027

COLLEGE: N/A CITY / STATE: N/A

FROM: _____ TO: _____

GRADUATE? ☐ YES ☐ NO DEGREE: _____

OTHER: _____ CITY / STATE: _____

FROM: _____ TO: _____

DEGREE/CERTIFICATION: _____

OTHER: _____ CITY / STATE: _____

FROM: _____ TO: _____

DEGREE/CERTIFICATION: _____

PREVIOUS EMPLOYMENT

EMPLOYER 1: Neighborhood Lawn Care Client

Company / Individual

E-MAIL: reference.available@email.com PHONE: 517-555-0199

ADDRESS: 456 Oak Avenue

Street Address

Apt/Suite

Lansing, MI 48912

City

State

Zip Code

STARTING PAY: \$10.00 ☒ HOUR ☐ SALARY ENDING PAY: \$10.00 ☒ HOUR ☐ SALARY

JOB TITLE: Lawn Care Helper RESPONSIBILITIES: Mowed lawns, trimmed edges, cleaned up clippings, and maintained reliable weekly service.

FROM: June 2025 TO: August 2025

REASON FOR LEAVING: Seasonal work ended when school resumed.

EMPLOYER 2: _____
Company / Individual

E-MAIL: _____ PHONE: _____

ADDRESS: _____
Street Address Apt/Suite

City

State

Zip Code

STARTING PAY: \$ _____ ☐ HOUR ☐ SALARY ENDING PAY: \$ _____ ☐ HOUR ☐ SALARY

JOB TITLE: _____ RESPONSIBILITIES: _____

FROM: _____ TO: _____

REASON FOR LEAVING: _____

EMPLOYER 3: _____
Company / Individual

E-MAIL: _____ PHONE: _____

ADDRESS: _____
Street Address Apt/Suite

City State Zip Code

STARTING PAY: \$ _____ ☐ HOUR ☐ SALARY ENDING PAY: \$ _____ ☐ HOUR ☐ SALARY

JOB TITLE: _____ RESPONSIBILITIES: _____

FROM: _____ TO: _____

REASON FOR LEAVING: _____

REFERENCES
(PROFESSIONAL ONLY)

FULL NAME: Michael Johnson **RELATIONSHIP:** Former Lawn Care Client
First Last

COMPANY: Neighborhood Lawn Care **TITLE:** Client

E-MAIL: michael.johnson@example.com PHONE: 517-555-0166

FULL NAME: Sarah Miller **RELATIONSHIP:** Teacher
First Last

COMPANY: Lansing High School **TITLE:** Career Readiness Teacher

E-MAIL: sarah.miller@example.com PHONE: 517-555-0182

FULL NAME: David Thompson **RELATIONSHIP:** Community Volunteer Supervisor
First Last

COMPANY: Lansing Community Center **TITLE:** Volunteer Coordinator

E-MAIL: david.thompson@example.com PHONE: 517-555-0134

MILITARY SERVICE

ARE YOU A VETERAN? ☐ YES ☒ NO

BRANCH: _____ RANK AT DISCHARGE: _____

FROM: _____ TO: _____

TYPE OF DISCHARGE: _____

IF NOT HONORABLE, PLEASE EXPLAIN: _____

BACKGROUND CHECK CONSENT

IF ASKED, ARE YOU WILLING TO CONSENT TO A BACKGROUND CHECK? ☒ YES ☐ NO

DISCLAIMER

Applicant understands that this is an Equal Opportunity Employer and committed to excellence through diversity. In order to ensure this application is acceptable, please print or type with the application being fully completed in order for it to be considered.

Please complete each section EVEN IF you decide to attach a resume.

I, the Applicant, certify that my answers are true and honest to the best of my knowledge. If this application leads to my eventual employment, I understand that any false or misleading information in my application or interview may result in my employment being terminated.

SIGNATURE John Smith **DATE** July 8, 2026

PRINT NAME John Smith