

Please answer the following questions on your own paper as if this is part of an application for your ideal job. If you don't know the answer, then write down the question and find the answer tonight.

1. You
 - a. Last name, First name (Nickname)
 - b. Street address
 - i. Length of time at this address
 - c. Previous address
 - i. Length of time at this address
 - d. Phone number
 - e. E-mail address
 - f. Social security number
 - g. Driver's license number
 - h. List your personal interests.
 - i. List your recreational interests.

2. Emergency Contact (not at the same address)
 - a. Last name, First name (relationship to you)
 - b. Phone number

3. Education (list most recent first)
 - a. Dates of attendance
 - b. School name
 - c. Mailing address
 - d. Phone number
 - e. Major / Area of emphasis
 - f. List the degree/certificate/license completed and the date

4. Previous Employment (list most recent first)
 - a. Dates of employment
 - b. Company name
 - c. Mailing address
 - d. Your supervisor
 - e. Phone number
 - f. Your title and responsibilities
 - g. Reason you left this job

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Qualifications

1. What job skills do you bring to this company?
2. What does *punctuality* mean to you?
3. What does *stealing* mean to you?
4. What does *zero tolerance on cell phone use* mean to you?
5. What does *zero tolerance on drug use* mean to you?
6. What does *90-day probation period* mean to you?
7. What does *team commitment* mean to you?
 - a. Describe a work situation where you succeeded as a team.
 - b. Explain your role in the team success.
8. Describe a work situation where you have had to compromise.
 - a. How was this “compromise” and not just “giving in”?
9. Describe a work situation where you had conflict with another person.
 - a. How was it resolved?
10. Describe your career 5 years from now.
11. Why should we hire you instead of all the others?