

## Application Worksheet

Before you complete an application form, be sure you can answer the following questions:

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

What company am I applying to? \_\_\_\_\_

Would I have transportation to and from the job location? Am I driving, is a parent or job coach taking me, do I receive special transportation, am I walking or riding a bike, or will I take the city bus or subway?

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On what days am I able to work? *(circle all that apply)*

Monday      Tuesday      Wednesday      Thursday      Friday      Saturday      Sunday

Are there certain times of day that I am able to work? *(circle all that apply)*

Mornings (7am - noon)      Afternoons (12 - 5pm)      Evenings (5 - 10pm)      Late Night (10pm - 6am)

Do I want full time (at least 35 hours per week) or part time (less than 35 hours per week), or either? *(circle one)*

Full Time      Part Time      Either

When can I start working (immediately, in 1 week, in 2 weeks)?

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What type of job do I want with this company? Remember to base this request on your research of the company, your previous work experience, and your education level.

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What am I looking for in terms of hourly rate or annual salary? Remember to base this request on your research of the company, your previous work experience, and your education level.

**Hourly rate:**

I need to earn \$\_\_\_\_\_ per hour.  
*(or you can write "negotiable, will discuss")*

**Salary:**

I need to earn \$\_\_\_\_\_ per year.  
*(or you can write "negotiable, will discuss")*

What are some related strengths that I would bring to this job?

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