

Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

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?			
On what days am I able to work? <i>(circle all that apply)</i>			
Monday	Tuesday	Wednesday	Thursday
Friday	Saturday	Sunday	
Are there certain times of day that I am able to work? <i>(circle all that apply)</i>			
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? <i>(circle one)</i>			
Full Time	Part Time	Either	
When can I start working (immediately, in 1 week, in 2 weeks)?			
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.			
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.			
<b>Hourly rate:</b> I need to earn \$_____ per hour. <i>(or you can write "negotiable, will discuss")</i>		<b>Salary:</b> I need to earn \$_____ per year. <i>(or you can write "negotiable, will discuss")</i>	
What are some related strengths that I would bring to this job?			