Application for Employment Checklist

This is a Sample Application for employment. An individual seeking employment, must fill out as part of the recruitment process to inform an employer of their availability, or interest to fulfill a designated job role.

Each organization should have an application form that reflects its own environment". At a minimum, an application usually requires the applicant to provide information sufficient to demonstrate that he or she is legally permitted to be employed. The typical application also requires the applicant to provide information regarding relevant skills, education, and experience (previous employment or volunteer work). The application itself is a minor test of the applicant's literacy, penmanship, and communication skills – a careless job applicant might disqualify themselves with a poorly filled-out application.