

Mock Interview Day Job Application Checklist

These are the basic requirements for completing a job application.

- Application is printed in black ink or typed
- No typing or spelling errors
- Application is neatly done
- Application is signed and dated
- Student followed directions on the application

Personal Information

- Application is dated
- All blanks are filled in correctly

Employment Desired

- All blanks are filled in correctly

Education

- Name and address of schools attended
- All blanks are filled in correctly

General

- Relevant classes are indicated
- At least three (3) skills are indicated
- All blanks are filled in correctly

Former Employers

- Most recent employer listed first
- All blanks filled in correctly

References

- Two (2) references are listed
- No relatives or former employers
- All blanks are filled in correctly

Comments: _____

