

# Human Resource Management And Development

## Topic: Job Application Blank (JAB)

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**APPLICATION FOR EMPLOYMENT**  
(Pre-Employment Questionnaire) (An Equal Opportunity Employer)

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**PERSONAL INFORMATION**

NAME \_\_\_\_\_ DATE \_\_\_\_\_  
LAST FIRST MIDDLE SOCIAL SECURITY NUMBER

PRESENT ADDRESS \_\_\_\_\_  
STREET CITY STATE ZIP

PERMANENT ADDRESS \_\_\_\_\_  
STREET CITY STATE ZIP

PHONE NO. \_\_\_\_\_ ARE YOU 18 YEARS OR OLDER? Yes  No

ARE YOU PREVENTED FROM LAWFULLY BECOMING EMPLOYED  
 IN THIS COUNTRY BECAUSE OF VISA OR IMMIGRATION STATUS? Yes  No

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**EMPLOYMENT DESIRED**

POSITION \_\_\_\_\_ DATE YOU CAN START \_\_\_\_\_ SALARY DESIRED \_\_\_\_\_  
IF SO MAY WE INQUIRE OF YOUR PRESENT EMPLOYER?

ARE YOU EMPLOYED NOW? \_\_\_\_\_

EVER APPLIED TO THIS COMPANY BEFORE? \_\_\_\_\_ WHERE? \_\_\_\_\_ WHEN? \_\_\_\_\_

REFERRED BY \_\_\_\_\_

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EDUCATION	NAME AND LOCATION OF SCHOOL	*NO OF YEARS ATTENDED	*DID YOU GRADUATE?	SUBJECTS STUDIED
GRAMMAR SCHOOL				
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL				

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**GENERAL**

SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK \_\_\_\_\_

\_\_\_\_\_

SPECIAL SKILLS \_\_\_\_\_

ACTIVITIES: (CIVIC ATHLETIC ETC.) \_\_\_\_\_

EXCLUDE ORGANIZATIONS THE NAME OF WHICH INDICATES THE RACE, CREED, SEX, AGE, MARITAL STATUS, COLOR OR NATION OF ORIGIN OF ITS MEMBERS.

U. S. MILITARY OR NAVAL SERVICE \_\_\_\_\_ RANK \_\_\_\_\_ PRESENT MEMBERSHIP IN NATIONAL GUARD OR RESERVES \_\_\_\_\_

\*This form has been revised to comply with the provisions of the Americans with Disabilities Act and the final regulations and interpretive guidance promulgated by the EEOC on July 26, 1991.

TOPS FORM 3285 (02-8)

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# Job Application Blank (JAB)

- ◆ A Job application Blank collects information about recruits in a *uniform manner*.
- ◆ Even when recruits volunteer detailed information about themselves in the form a resume, JAB are often required so that the information gathered is comparable.

# Contents of JOB Application Blank

- **Personal Data**
- **Employment Status** (position sought, willingness to accept other positions, salary and wages desired, acceptability of part-time and full-time work schedules)
- **Education and Skills** (educational qualifications and other specific skills, seek how education is job-related, suitability of skill for the job)



**THANK YOU**