



Name: _____

School: _____

Employability Skills Area: Hiring Process

Assignment Name: Filling out an application

Instructions: Attached you will find an editable application for employment. We used this application for years in FBLA competition for Job Interview before retiring it. It is a great opportunity for you to employ the following rules in filling out an application:

1. Take a few moments to familiarize yourself with the application form.
2. Think before you write, so you don't end up crossing out anything. For example, don't put your last name in the "First Name" box.
3. Write carefully and legibly. This is especially important on long applications when your hand gets tired. Rest a moment, if necessary.
4. Be accurate and honest. Many interviewers base their questions on what you wrote, so don't get caught in a lie.
5. Fill out **everything**. If something doesn't apply to you, write "N/A" or something similar.
6. Explain any large gaps in your employment history.
7. Be serious. Humor has its place, but a job application isn't one of them.
8. Ask for clarification, if necessary. It's better to know than to guess.
9. Ask for additional time after the [interview](#), if you don't have enough time to complete the forms beforehand.
10. Check over your application carefully before handing it in. Check for any spelling errors, missing information or inaccuracies.



Feedback: 100 out of 100

You did a great job following all of the guidelines. You applied "N/A" when appropriate without overkill. All of your information looks factual and all of your margins and alignment are correct. If you ever have to sign something digitally, there are 2 acceptable ways...sometimes the application allows you to type it, the other method would be to scan it in.

EMPLOYMENT APPLICATION

Provide all information requested by printing in ink or keying. Use the tab key to move through the document.

GENERAL INFORMATION

Name (Last) Welch	(First) Hanna	(Middle Initial) L	Home Telephone (229) 225 - 1920
Address (Mailing Address) 605 Holly Springs Drive	(City) Thomasville	(State) GA	(Zip) 31792
E-mail Address daphne.frasch@student.thomasu.edu		Cell Phone (229) 225 - 7121	

POSITION

Position or Type of Employment Desired Medical Office Manager	Will Accept: <input checked="" type="checkbox"/> Part-Time <input checked="" type="checkbox"/> Full-Time
Have you ever been employed at the Merit Corporation before? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Date Available
Are you able to perform the essential functions of the job you are applying for, with or without reasonable accommodation? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Salary Desired Negotiable	

EDUCATION AND TRAINING

School or Institution	Name and Address of School	Major	Year Graduated	Degree
High School	Thomas County Central High School 4686 US 84 Bypass, Thomasville, GA 31792	N/A	2021	College Prep.
College	Thomas University 1501 Millpond Road, Thomasville, GA 3179	Biology/Pre-Medical	Attending	B.S.
Special Abilities and Skills Proficient in Avisena Medical, Microsoft Office, Apple OS, Adobe, and e-mail programs. Confident in handling customer service and telephone skills.		Professional Certificates or Licenses Held Certified in Avisena Medical Billing Software, CPR certified, Oxygen Administration certified, and Lifeguard certified		
Extracurricular Activities Active in TCCHS National Honor Society and volunteer activities. Volunteer with Shop With a Yellow Jacket and Special Olympics. Four year high school letterman in Varsity Swimming and Varsity Cross Country running.		Present Community and Professional Affiliations Officer and member of TCCHS Chapter of Future Business Leaders of America. Member and current chair of National Teen Republican Association (Thomas County Chapter).		
Languages Read, Written or Spoken Fluently Other Than English Fluently read and comprehend the French language				

REFERENCES

List below names and addresses of persons who are qualified to answer questions concerning your fitness for the position(s) you seek other than those listed in your credential file.

Name	Position	Address	Telephone
Dr. Susie White	Doctor of Podiatric Medicine	Thomasville Foot Care 503 Gordon Avenue, Thomasville, GA 31792	229-227-1999
Ms. Beth Adams	Dean of Curriculum and Instruction	Thomas County Central High School 4686 US 84 Bypass, Thomasville, GA 31792	229-225-5050
Mr. Nicholas Haskin	Business Educator	Thomas County Central High School 4686 US 84 Bypass, Thomasville, GA 31792	229-225-5050 ext. 191

WORK EXPERIENCE—Most recent first, include voluntary work and military experience

Employer Thomasville Foot Care	Telephone Number (229) 227 - 1999	From (Month/Year) 06/2019
Address 503 Gordon Avenue, Thomasville, GA 31792		
Job Title Medical Office Manager	Number Employees Supervised 0	To (Month/Year) Present
Specific Duties (Maximum 350 characters) Create and manage electronic medical records for nearly 300 patients, input charges for billing using Avisena Medical Billing software, communicate with insurance companies regarding patients, comply with all HIPAA regulations, schedule appointments, and provide customer service.		Hours Per Week 20
		Last Salary \$9.00/hr
		Supervisor Dr. Susie White
Reason For Leaving Currently Employed		May We Contact This Employer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Employer Thomasville Times-Enterprise	Telephone Number (229) 226 - 2400	From (Month/Year) 11/2010
Address P.O. Box 650, Thomasville, GA 31799		
Job Title Sports Reporter	Number Employees Supervised 0	To (Month/Year) Present
Specific Duties (Maximum 350 characters) Write sports stories that are informative, accurate, and unique while meeting deadlines; research rules, strategies, and statistics related to each individual sport and player; photograph local sports events to accompany published stories.		Hours Per Week Varies
		Last Salary \$25 per article
		Supervisor Joe Smith
Reason For Leaving Currently Employed		May We Contact This Employer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Employer Butler-Mason YMCA	Telephone Number (229) 226 - 3446	From (Month/Year) 05/2019
Address 103 South Dawson Street, Thomasville, GA 31792		
Job Title Lifeguard and Swim Instructor	Number Employees Supervised 0	To (Month/Year) 09/2019
Specific Duties (Maximum 350 characters) Monitored swimmers regarding unsafe practices and adhered to safety regulations; maintained CPR, Oxygen Administration, and First Aid certification and administered care when needed; instructed children and adults in basic swimming strokes and water safety.		Hours Per Week 30
		Last Salary \$7.25/hr
		Supervisor Selina Tate
Reason For Leaving Seasonal Employment		May We Contact This Employer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

I certify the information contained in this application is true, correct, and complete. I understand that, if employed, false statements reported on this application may be considered sufficient cause for dismissal.

Signature of Applicant _____ Date December 3, 2010