**Congratulations!** You have just downloaded the first step to your future.

FIRST THING! Save this blank document to your computer or flash drive As “My Master Application”

1. Click on File>Save As>Desktop>Save
2. Click on each section and fill in the appropriate information.
3. **Give as much information as possible. If you don’t have the info. Get the info. and enter it.**
4. Go To File>Save each time you finish a section.
5. No Worries! If you accidently erase a portion of the application simply press the CTRL and Z key. the erased information will reappear!
6. **Go to File>SAVE AS before you close this form.**
7. Take your time, Since this form will be saved on your computer you can save and go back to finish it as you have time.
8. **Once the form is complete SAVE AS “ *Your Name* Master Application.**
9. Email last saved copy to [Kathy@purposeworksconsulting.com](mailto:Kathy@purposeworksconsulting.com)
10. Pat yourself on the back

|  |
| --- |
| Master Application |

**PERSONAL INFORMATION**

**Date:** Click here to enter a date.

**Name:**

**Last First Middle**

**Present address:**

**Number Street City State Zip Code**

**Social Security Number: - -**

**Telephone:    -   -**

**E-mail:**

**POSITIONS DESIRED (list 3)**

**Positions interested in:**

**Employment desired: ☐ FULL-TIME ONLY ☐ PART-TIME ONLY**

**Available for work:**

**Monday: from   :      to   :      Tuesday: from   :      to   :**

**Wednesday from   :      to   :      Thursday: from   :      to   :**

**Friday from   :      to   :      Saturday from   :      to   :**

**Sunday from   :      to   :**

**When are you available to start work?** Click here to enter a date.

FILE>SAVE

EDUCATION

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **TYPE OF**  **SCHOOL** | **NAME OF**  **SCHOOL &**  **LOCATION** | **QUALIFICATION OR DEGREE**  **OBTAINED** | **MAJOR OR**  **SPECIALIZATION** | **YEARS**  **COMPLETED**  **& DATES**  **ATTENDED** |
| **High School** |  |  |  |  |
| **College/**  **University** |  |  |  |  |
| **Professional or**  **Graduate**  **School** |  |  |  |  |

**WORK EXPERIENCE**

**Please list your work experience for the past 10 years, beginning with the most recent job you held. If you were self-employed, give firm name. Attach additional sheets if necessary**

**Name of Employer:       Name of last supervisor:**

**Address:**

**City, State, Zip:                   Employment dates: From:       To:**

**Pay or salary: Start:       Final:**

**Phone number:    -   -     ext.       Job title or description:**

**Reason for leaving (be specific):**

**List the duties performed, skills used or learned, advancements or promotions while you worked at this company.**

**Name of Employer:       Name of last supervisor:**

**Address:**

**City, State, Zip:                   Employment dates: From:       To:**

**Pay or salary: Start:       Final:**

**Phone number:    -   -     ext.       Job title or description:**

**Reason for leaving (be specific):**

**List the duties performed, skills used or learned, advancements or promotions while you worked at this company.**

**Name of Employer:       Name of last supervisor:**

**Address:**

**City, State, Zip:                   Employment dates: From:       To:**

**Pay or salary: Start:       Final:**

**Phone number:    -   -     ext.       Job title or description:**

**Reason for leaving (be specific):**

**List the duties performed, skills used or learned, advancements or promotions while you worked at this company.**

**Name of Employer:       Name of last supervisor:**

**Address:**

**City, State, Zip:                   Employment dates: From:       To:**

**Pay or salary: Start:       Final:**

**Phone number:    -   -     ext.       Job title or description:**

**Reason for leaving (be specific):**

**List the duties performed, skills used or learned, advancements or promotions while you worked at this company.**

**FILE>SAVE**

**REFERENCES**

**Please list below three persons not related to you who have knowledge of your work performance and/or personal qualifications within the last 5 years.**

**Name:       Occupation:**

**Company Name:**

**Company Address:**

**Telephone number:    -   -     ext.       E-mail:       Years acquainted:**

**Name:       Occupation:**

**Company Name:**

**Company Address:**

**Telephone number:    -   -     ext.       E-mail:       Years acquainted:**

**Name:       Occupation:**

**Company Name:**

**Company Address:**

**Telephone number:    -   -     ext.       E-mail:       Years acquainted:**

**Have you ever been convicted of a felony? ☐ Yes ☐ No**

**If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation.**

**WAIVER – PLEASE READ CAREFULLY**

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for removal from the program at any time without any previous notice. I hereby give the Pupose Works Constulting permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release the Company from any liability as a result of such contract.

**Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**FILE>SAVE AS> “Your Name Master Application>Desktop>SAVE**