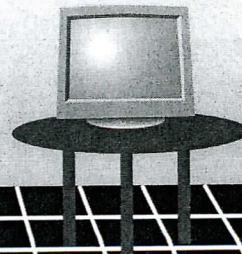
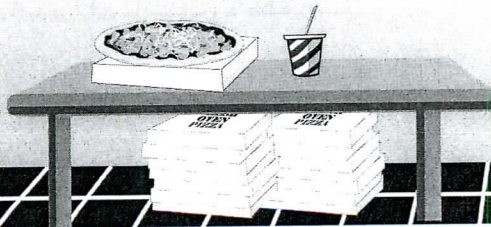
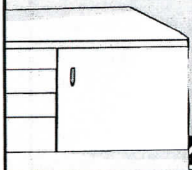
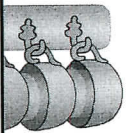


# Bonus #3: Create an Employment Application Form

Approximate Completion Time: 1 - 1.5 hours



## **Create an Employment Application Form**



### **TASK AND PURPOSE:**

To create and design a Frillio's Pizza employment application form. The form will be used to gather information about prospective Frillio's Pizza employees. The employment application form will be used to hire dishwashers, chefs, bus boys/girls, hostesses, cashier clerks, and wait staff.

### **GETTING TO KNOW WHAT YOU'RE DESIGNING:**

Employment application forms (commonly referred to as "job applications"), are a standard document used by practically every type of business in existence. They allow the prospective employer a means in which to gather important information and data about the job applicant. While the type of information requested on job applications may vary slightly from business to business, most are relatively the same. A typical job application form will ask the applicant to provide personal data, such as name and address, and to list education and work experience.

### **STRATEGIES AND DESIGN TIPS TO CONSIDER BEFORE CREATING YOUR EMPLOYMENT APPLICATION FORM:**

1. Job application forms are not the place to add fancy design elements or graphic images. The document should be clean, professional, and easy to read.
2. Use either boxes or straight lines for the areas of information that need to be filled out.
3. If warranted, create a table of rows and columns when creating areas that ask the applicant to list items such as present and past work experience and education.
4. Use lines and borders to separate different categories of requested information.
5. Be sure to leave plenty of space for the applicant to fill in the areas being requested.
6. Stick to using one font throughout the job application's design.
7. Try using graph paper to plan the layout and design of your employment application form. The lines on the graph paper will assist you in keeping the different areas properly aligned.

### **CONTENT AND INFORMATION TO INCLUDE ON YOUR EMPLOYMENT APPLICATION FORM:**

1. Place the Frillio's Pizza logo in the top area of the employment application form.

## Bonus #3 Continued - Employment Form

- Place the following text in the top center of the job application form:  
"Frillio's Pizza Employment Application Form"
- Using a small type size, add the following text just below the text you placed from step 2 above:  
"Please give your completed application to any manager. Upon reviewing your application, someone will contact you for an interview if a position becomes available."
- Use a border to frame the requested areas of information shown in step 5.
- Using straight lines or rectangular boxes, create the areas of information shown below for applicants to complete the employment application form. Be sure to arrange and organize the information areas neatly on your employment application form.

Information to include on the employment application form ▼

### PERSONAL INFORMATION

Name  
Address  
City  
State  
Zip Code  
Phone Number  
E-mail Address

### EDUCATION

School Most Recently Attended/Attending  
Highest Level Degree Earned  
Year of Graduation

**WORK EXPERIENCE** *(Include room for the applicant to list his or her last three employers)*  
Position Held  
Company  
Employed from \_\_\_\_\_ to \_\_\_\_\_  
Reason for Leaving

### JOB INTERESTS

Position Desired  
Are you seeking part-time or full-time employment? Part-time Full-Time  
Desired starting hourly wage  
Have you ever worked in a restaurant before? Yes or No  
If yes, what position(s) did you hold?

### OTHER

Have you ever been convicted of a misdemeanor or felony? Yes or No  
If yes, please explain  
Are you 18 years of age or older? Yes or No  
Are you a U.S. citizen or legally authorized to work in the United States? Yes or No  
Do you hold a valid driver's license? Yes or No

### AVAILABILITY

Days and times you are available to work (please circle all that apply):  
Monday Day/Eve, Tuesday Day/Eve, Wednesday Day/Eve,  
Thursday Day/Eve, Friday Day/Eve, Saturday Day/Eve, Sunday Day/Eve

### REFERENCES

Please list the names and phone numbers of three references.

## Bonus #3 Continued - Employment Form

6. Using a small type size, add the following text to the bottom center of the job application form:

"Frillio's Pizza does not discriminate on the basis of age, sex, color, race, religion, national origin, or disability in accordance with applicable laws and regulations."

7. Write your name on the "Name" line on the employment application form.

**Save the document as:** Bonus 3 Employment Form

### Optional Design-Defense Memo:

Type a letter of memorandum addressed to Joe Frillio explaining your design, placement, font selections, layout scheme, and choice of graphic image(s). Attach this memo to your final document.

## EMPLOYMENT APPLICATION FORM PAGE SETUP INSTRUCTIONS:

**# of pages:** 1  
**Dimensions:** 8.5 x 11 inches  
**Margins:** .5 inches on all sides  
**Orientation:** Tall (Portrait)

