

Employment Application



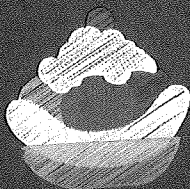
The Inside Scoop

Fundae Sundaes is always looking for fun, energetic people to hire. Since many of the employees are college students, there is bound to be a need for new people once the current workers graduate and move away. Having a professional employment application that is easy to read and complete is essential for Fundae Sundaes.

In this project, you will create an employment application that will be used in the hiring process for potential new employees.

Skills

- Aligning text vertically in a cell
- Formatting table borders



Employment Application



Use word processing software to create and format an employment application form.



Directions

1. Follow the Setup instructions above.
2. Insert the Fundae Sundaes logo.
3. Insert a table with 3 columns and 29 rows.
4. Change the row height of rows 1-28 (all rows except the last row) to at least .25".
5. Change the row height of row 29 to at least .5".

Setup

Start Up:

Using word processing software, create a NEW document.

Save the File as:

Project 13

Orientation:

Portrait

Margins:

Top .5", Bottom .5", Left .5", Right .5"

Line Spacing:

Single, no additional spacing before and after paragraphs

Font, Size:

Calibri, 11 point
(unless otherwise noted)



Formatting

1. Center align the Fundae Sundaes logo and resize it so that it fits proportionately on the page. **Note:** The logo should be no larger than 1.5" high by 2.85" wide.
2. Change the font size of rows 1, 2, 10, 19, 26 and 29 to 16 pt., bold.
3. Change the shading of rows 1, 2, 10, 19, 26 and 29 to light grey.
4. Key the text as shown in Document Data 13 merging and splitting cells as shown.
5. Center align the text in row 1 and change to all caps.
6. Center the text within the table vertically and align it to the left of the cell.
7. Apply a triple line grid to the outside border of the table.
8. Carefully proofread your work for accuracy and format.
9. Resave the file.
10. Print a copy of the document if required by your instructor.

Document Data 13



1	Employment Application			
2	Basic Information			
3	First Name		Last Name	
4	Date of Birth		Social Security #	
5	Address			
6	City	State	Zip	
7	Phone	Cell Phone	Email	
8	Position you are applying for		Date Available	
9	How did you hear about this position?			
10	Employment History			
11	Name of Organization			
12	Job Title		Supervisor	
13	Duties and Responsibilities			
14	Reason for Leaving		May we contact for reference?	
15	Name of Organization			
16	Job Title		Supervisor	
17	Duties and Responsibilities			
18	Reason for Leaving		May we contact for reference?	
19	Education			
20	High School Name		Address	
21	Attended From	To	Did you graduate?	
22	College Name		Address	
23	Attended From	To	Degree received	
24	Other Institution		Address	
25	Attended From	To	Certificate received	
26	References			
27	Name		Phone	
28	Name		Phone	
29	Signature		Date	