

2025 Arkansas SkillsUSA

Job Interview Instructions

We are making some changes to the way the job interview contest has been run in the past. Previously the contestants received the application and completed it at the contest site. This year we are asking that you bring this application and 3 copies of your resume along with your portfolio with you.

New Procedure.

1. Complete and print the attached application.
2. Print 3 copies of your resume (Job Interview ONLY, All others 1 copy)
3. Assemble the portfolio of work completed
4. Report to room 204 at your assigned time.
5. Turn in your completed Resume and Application to the room monitor.
6. Complete your interview.



EMPLOYMENT APPLICATION

Complete the application online from the FBLA-PBL Web site. Use the tab key to move through the document.

GENERAL INFORMATION

Name (Last)	(First)	(Middle Initial)	Home Telephone () -
Address (Mailing Address)	(City)	(State)	(Zip) Cell Phone () -
E-mail Address			

POSITION

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

EDUCATION AND TRAINING

School or Institution	Name and Address of School	Major	Year Graduated	Degree
High School				
College				
College				
Other				
Special Abilities and Skills		Professional Certificates or Licenses Held		
Extracurricular Activities		Present Community and Professional Affiliations		
Languages Read, Written or Spoken Fluently Other Than English				

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

AN EQUAL OPPORTUNITY EMPLOYER



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

Employer	Telephone Number () -	From (Month/Year)
Address		
Job Title	Number Employees Supervised	To (Month/Year)
Specific Duties (Maximum 350 characters)		Hours Per Week
		Last Salary
		Supervisor
		Reason For Leaving
Employer	Telephone Number () -	From (Month/Year)
Address		
Job Title	Number Employees Supervised	To (Month/Year)
Specific Duties (Maximum 350 characters)		Hours Per Week
		Last Salary
		Supervisor
		Reason For Leaving
Employer	Telephone Number () -	From (Month/Year)
Address		
Job Title	Number Employees Supervised	To (Month/Year)
Specific Duties (Maximum 350 characters)		Hours Per Week
		Last Salary
		Supervisor
		Reason For Leaving

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 _____