

Applying for Jobs

When you apply for a job, you may be surprised by all the forms and paperwork. What are all these forms? What are they for? What do you need to know?

1. **Job application**—Most jobs require you to fill out a job application. A job application is a written request that gives an employer information to see if you're a good candidate for the job. Information you may need to provide on an application includes:
 - Your full legal name
 - Your address
 - Your date of birth
 - Your social security number
 - Positive job references (names and phone numbers)
 - Your job history (names of employers, addresses, and phone numbers)
2. **W-4 form**—The W-4 Form is a tax form that tells your employer how much tax to withhold from your paycheck. To complete this form, you need:
 - Your full legal name
 - Your social security number
 - Your full address
 - The number of allowances you plan to claim
3. **I-9 form**—Form I-9 is an employment eligibility verification form. To complete this form, you need:
 - Your full legal name
 - Your social security number
 - Your full address
 - Your date of birth
 - Documentation to prove you can work in the United States
4. **W-2 form**—A W-2 is a federal tax form that states how much your employer paid you during the calendar year. To ensure that this form is correct, you need:
 - The paystub of your last paycheck for the year. Are the numbers on that paystub the same as the ones on the W-2?
 - Check your name and address. Everything needs to be correct.