

PERSONAL DATA SHEET

This is not an application form, even though it looks like one. This information sheet can make the process of filling out application forms a little bit easier and less time consuming. Carry this data sheet with you when you do your job search.

Name _____ Soc. Sec. # _____

Address _____

Phone # _____

Are you at least 18 years old? Y N

Phone # _____

Have you ever been convicted of a crime? Y N

Position applying for:				Start date	Full Time		Total hrs/weekly
					Part Time		
Indicate the hours you are available for work (be specific for each day):							
Day	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
From							
To							

Are there any other experiences, skills, or qualifications that you would especially fit you for work with the company?

EDUCATION & TRAINING

<u>School</u>	<u>Name & Location</u>	<u>No. of Years Completed</u>	<u>Average Grade</u>
Grammar School			
High School			
Vocational Training			
College			
Other			

List scholastic honors, offices held, or activities: _____

Are you planning to pursue further studies? _____

Any training or experience that relates to this position? _____

US MILITARY HISTORY

Branch of Service	Date of Entry	Date Released	Active Duty		Type of Duty
			From Mo. Yr.	To Mo. Yr.	

EMPLOYMENT

Employer	START	MO.	YR.	PAY
Address	END	MO.	YR.	PAY
Phone #	Describe Major Duties			
Job Title				
Department				
Supervisor	Reason for leaving			

Employer	START	MO.	YR.	PAY
Address	END	MO.	YR.	PAY
Phone #	Describe Major Duties			
Job Title				
Department				
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Employer	START	MO.	YR.	PAY
Address	END	MO.	YR.	PAY
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Employer	START	MO.	YR.	PAY
Address	END	MO.	YR.	PAY
Phone #	Describe Major Duties			
Job Title				
Department				
Supervisor	Reason for leaving			

REFERENCES

List names of three people. No relatives please. These people should have known you for several years.

Name	Address Street, City, State, Zip	Telephone	Occupation	Years of Acquaintance