

Personal Information Sheet

(Keep this information in a secure place, but available for reference when filling in Job Applications)

Full Name: _____

Social Security Number: _____

Current Address: _____

Proof of Current Address Attached:

- Utility Bill
- Phone Bill (*not cell phone*)
- Other (*list*):

Photo ID or Birth Certificate: Photo ID Birth Certificate (*if no Photo ID*)

Email Address: _____

Home Phone Number: () - _____

Work Phone Number: () - _____

Military Discharge Papers (DD-214), *if applicable* Yes, attached Discharge date: _____/_____/_____
 N/A

Military or Civilian Clearances held: Yes, attached
 N/A

Past Addresses

(List residences lived at for the past 5 years. Some employers may require 10 years.)

Address: _____

Address: _____

Address: _____

Address: _____

Address: _____

(Repeat as Necessary)

Work / Employment Experience

(List at least the past 5 employers that you have been employed with. If you do not have this length of an employment history, do not worry; Explain this in the interview when it becomes a question).

Start with the most recent employer and work your way backwards.

Company / Organization:

Address:

Position / Job Title:

Supervisor's Name:

Duties & Responsibilities:

Skills required or Achieved:

Awards / Recognitions

Received:

References from Company:

(Normally at least 3)

Reason for Leaving:

Company / Organization:

Address:

Position / Job Title:

Supervisor's Name:

Duties & Responsibilities:

Skills required or Achieved:

Awards / Recognitions

Received:

References from Company:

(Normally at least 3)

Reason for Leaving:

Company / Organization:

Address:

Position / Job Title:

Supervisor's Name:

Duties & Responsibilities:

Skills Required or Achieved: _____

Awards / Recognition
Received: _____

References from Company:
(Normally at least 3) _____

Reason for Leaving: _____

Company / Organization: _____
Address: _____
Position / Job Title: _____
Supervisor's Name: _____
Duties & Responsibilities: _____

Skills Required or Achieved: _____

Awards / Recognitions
Received: _____

References from Company:
(Normally at least 3) _____

Reason for Leaving: _____

Company / Organization: _____
Address: _____
Position / Job Title: _____
Supervisor's Name: _____
Duties & Responsibilities: _____

Skills Required or Achieved: _____

Awards / Recognitions
Received: _____

References from Company:
(Normally at least 3) _____

Reason for Leaving:
(Repeat as Necessary) _____

Education / Technical Schools History

(This information includes your most recent education through high school. If you need to acquire transcripts from an institution, contact them directly to understand how to obtain official documents.)

Institution:

Address: _____
Date of Graduation: _____
Degree/Certificate
Awarded: _____
Subject Studied: _____

Transcripts Available: Yes, attached No, I need to order official transcripts

Institution:

Address: _____
Date of Graduation: _____
Degree/Certificate
Awarded: _____
Subject Studied: _____

Transcripts Available: Yes, attached No, I need to order official transcripts

Institution:

Address: _____
Date of Graduation: _____
Degree/Certificate
Awarded: _____
Subject Studied: _____

Transcripts Available: Yes, attached No, I need to order official transcripts

Institution:

Address: _____
Date of Graduation: _____
Degree/Certificate
Awarded: _____
Subject Studied: _____

Transcripts Available: Yes, attached No, I need to order official transcripts

Additional Information

Community Experience:

Community Organization: _____
Address: _____
Date of Involvement: _____
Reason for Involvement: _____

Community Organization: _____
Address: _____
Date of Involvement: _____
Reason for Involvement: _____

(Repeat as Necessary)

Volunteer Experience:

Organization: _____
Address: _____
Date of Involvement: _____
Reason for Involvement: _____

Organization: _____
Address: _____
Date of Involvement: _____
Reason for Involvement: _____

Organization: _____
Address: _____
Date of Involvement: _____
Reason for Involvement: _____

(Repeat as Necessary)

Resumes Sent and Job Applied for

Company/Organization: _____
Address: _____
Date of Application: ____/____/____
Position Applying for: _____

Application Information Attached:
 Job Announcement
 Resume submitted
 Cover Letter submitted
 Application Submitted
 Thank You Letter submitted
 All Communication from the Company

Date of Interview: ____/____/____

Company/Organization: _____
Address: _____
Date of Application: ____/____/____
Position Applying for: _____

Application Information Attached:
 Job Announcement
 Resume submitted
 Cover Letter submitted
 Application Submitted
 Thank You Letter submitted
 All Communication from the Company

Date of Interview: ____/____/____

Company/Organization: _____
Address: _____
Date of Application: ____/____/____
Position Applying for: _____

Application Information Attached:
 Job Announcement
 Resume submitted
 Cover Letter submitted
 Application Submitted
 Thank You Letter submitted
 All Communication from the Company

Date of Interview: ____/____/____

Company/Organization: _____
Address: _____
Date of Application: ____/____/____
Position Applying for: _____

Application Information Attached:
 Job Announcement
 Resume submitted
 Cover Letter submitted
 Application Submitted
 Thank You Letter submitted
 All Communication from the Company

Date of Interview: ____/____/____

Company/Organization: _____
Address: _____
Date of Application: _____ / _____ / _____
Position Applying for: _____

Date of Interview: _____ / _____ / _____

Application Information Attached:
 Job Announcement
 Resume submitted
 Cover Letter submitted
 Application Submitted
 Thank You Letter submitted
 All Communication from the Company

Company/Organization: _____
Address: _____
Date of Application: _____ / _____ / _____
Position Applying for: _____

Date of Interview: _____ / _____ / _____

Application Information Attached:
 Job Announcement
 Resume submitted
 Cover Letter submitted
 Application Submitted
 Thank You Letter submitted
 All Communication from the Company

Company/Organization: _____
Address: _____
Date of Application: _____ / _____ / _____
Position Applying for: _____

Date of Interview: _____ / _____ / _____

Application Information Attached:
 Job Announcement
 Resume submitted
 Cover Letter submitted
 Application Submitted
 Thank You Letter submitted
 All Communication from the Company

Company/Organization: _____
Address: _____
Date of Application: _____ / _____ / _____
Position Applying for: _____

Date of Interview: _____ / _____ / _____

Application Information Attached:
 Job Announcement
 Resume submitted
 Cover Letter submitted
 Application Submitted
 Thank You Letter submitted
 All Communication from the Company

(Repeat as Necessary)