

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 Yes, attached Discharge date: _____/_____/_____

Papers (DD-214), *if applicable* 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/Certifica
te Awarded:

Subject Studied:

Transcripts
Available:

Yes, attached No, I need to
order official transcripts

Institution:

Address:

Date of
Graduation:
Degree/Certifica
te Awarded:

Subject Studied:

Transcripts
Available:

Yes, attached No, I need to
order official transcripts

Institution:

Address:

**Date of
Graduation:**

**Degree/Certifica
te Awarded:**

Subject Studied:

**Transcripts
Available:**

Yes, attached No, I need to
order official transcripts

Institution:

Address:

**Date of
Graduation:**

**Degree/Certifica
te Awarded:**

Subject Studied:

Transcripts
Available:

Yes, attached
order official transcripts

No, I need to

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

Date of Interview: _____/_____/_____

- Application Submitted
- Thank You Letter submitted
- All Communication from the Company

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

Date of Interview: _____/_____/_____

- All Communication from the Company

Company/Organization: _____

Address: _____

Date of Application: _____/_____/_____

Position Applying for: _____

- Application Information Attached:

Date of Interview: _____/_____/_____

- 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: _____

Application Information Attached:

- Job Announcement
- Resume submitted
- Cover Letter submitted
- Application Submitted
- Thank You Letter submitted

Date of Interview: _____/_____/_____

- All Communication from the Company

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/Orga
nization:**

Address:

Date of
Application:

Position Applying
for:

Date of
Interview:

*(Repeat as
Necessary)*

_____/_____/_____

Application Information
Attached:

- Job Announcement
- Resume submitted
- Cover Letter submitted
- Application Submitted
- Thank You Letter
submitted
- All Communication from
the Company

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