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.

Address Are you at least 18 years old?YN Phone # Phone # Phone # Are you ever been convicted of a crime?YN Phone # Part Time	Name Soc. Sec. #						_			
Position applying for: Indicate the hours you are available for work (be specific for each day): Day SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY From To Sunday Monday Tuesday Wednesday Thursday Friday Saturday Are there any other experiences, skills, or qualifications that you would especially fit you for work with the company? EDUCATION & TRAINING School Name & Location No. of Years Completed Grade Grammar School High School Vocational Training College Other List scholastic honors, offices held, or activities: Are you planning to pursue further studies?	Address									
Indicate the hours you are available for work (be specific for each day): Day SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY From To Vertical Transing College Other List scholastic honors, offices held, or activities: Are you planning to pursue further studies?	Phone #Phone #			Are you at least 18 years old? Have you ever been convicted of a crime?				YN YN		
Day SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY From To Image: Completed of	Position applying for:									
From To Are there any other experiences, skills, or qualifications that you would especially fit you for work with the company? School Name & Location No. of Years Completed Grade Grammar School High School Vocational Training College Other List scholastic honors, offices held, or activities: Are you planning to pursue further studies?	Indicate the ho	ours you are ava	ilable for work	(be specific for e	each day):					
Are there any other experiences, skills, or qualifications that you would especially fit you for work with the company? EDUCATION & TRAINING	Day	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY		FRIDAY SA		SATURDAY
Are there any other experiences, skills, or qualifications that you would especially fit you for work with the company? EDUCATION & TRAINING	From									
Are there any other experiences, skills, or qualifications that you would especially fit you for work with the company? EDUCATION & TRAINING	To									
School Name & Location No. of Years Completed Average Grade Grammar School High School Image: Completed School Sch										y?
Grammar School High School Vocational Training College Other List scholastic honors, offices held, or activities: Are you planning to pursue further studies?										
High School Vocational Training College Other List scholastic honors, offices held, or activities: Are you planning to pursue further studies?	Grammar School							Co	mpleted	Grade
Vocational Training College Other List scholastic honors, offices held, or activities: Are you planning to pursue further studies?										
Other List scholastic honors, offices held, or activities: Are you planning to pursue further studies?										
Other List scholastic honors, offices held, or activities: Are you planning to pursue further studies?	College									
Are you planning to pursue further studies?										
• • •	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	d Active Duty Type of Duty				
			From	To			
			Mo. Yr.	Mo. Yr.			

EMPLOYMENT

Employer	START	MO.	YR.	PAY		
Address	END	MO.	YR.	PAY		
	Describe	Describe Major Duties				
Phone #						
Job Title						
Department	Reason fo	or leaving				
Supervisor						
Employer	START	MO.	YR.	PAY		
Address	END	MO.	YR.	PAY		
	Describe	Major Dut	ies			
Phone #						
Job Title						
Department	Reason fo	or leaving				
Supervisor						
		_				
Employer	START	MO.	YR.	PAY		
Address	END	MO.	YR.	PAY		
	Describe	Describe Major Duties				
Phone #						
Job Title						
Department	Reason fo	Reason for leaving				
Supervisor						
		Tees	T	T=		
Employer	START	MO.	YR.	PAY		
Address	END	MO.	YR.	PAY		
	Describe	Major Dut	ies			
Phone #						
Job Title						
Department	Reason fo	Reason for leaving				
Supervisor						

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