

**MY FACT SHEET**

*Complete and carry with you on your job search*

**Remember:**

1. **Greet the receptionist politely** when requesting or submitting an application. The receptionist's first impressions are often passed along.
2. **Be honest** (and **Positive**, no negative responses) in your answers.
3. **Use blue or black ink pens.** (Erasable pens are also helpful.)
4. **Have all the information** on hand that you might need to fill out an application, fact sheet below.
5. **Print clearly and legibly on the lines provided** (not mid section, unless lengthy & is applicable).
6. **Fill out the form neatly and accurately.**
7. Apply for a **specific position**, rather than entering "anything," or "open" for the desired position.
8. **Leave no blanks. Write "Does Not Apply" (or "N/A" for Not Applicable)** in the space if question does not apply to you.
9. Explain lengthy gaps in your work history, for example, "attending school."
10. Read and **check the application for completeness** before turning it in to the employer.

Applicant's Name (Last)	First	Middle Initial	Social Security Number - -
Mailing Address (Number)	Street		Work Telephone Number ( )
City	State	Zip Code	Home Telephone Number ( )

**EDUCATION**

Name of School	Location of School	Degree or Course of Study	Date Completed

**EMPLOYMENT HISTORY – Begin with your most recent job. List each job separately.**

1. Job Title	Dates Worked From ___ / ___ To ___ / ___	Pay \$ _____ Per _____
Name of Employer		Name of Supervisor
Address:		
City		State      Zip Code
Telephone Number ( )	Reason for Leaving:	
Duties Performed/Responsibilities:		

2. Job Title	Dates Worked From ___ / ___ To ___ / ___	Pay \$ _____ Per _____
Name of Employer		Name of Supervisor
Address:		
City		State      Zip Code
Telephone Number ( )	Reason for Leaving:	
Duties Performed/Responsibilities:		

3. Job Title	Dates Worked From ___ / ___ To ___ / ___	Pay \$ _____ Per _____
Name of Employer	Name of Supervisor	
Address:		
	City	State Zip Code
Telephone Number ( )	Reason for Leaving:	
Duties Performed/Responsibilities:		

4. Job Title	Dates Worked From ___ / ___ To ___ / ___	Pay \$ _____ Per _____
Name of Employer	Name of Supervisor	
Address:		
	City	State Zip Code
Telephone Number ( )	Reason for Leaving:	
Duties Performed/Responsibilities:		

**BACKGROUND:** Have you ever had adjudication withheld, plead no-contest, been convicted of a felony &/or misdemeanor crime, or participated in a pretrial intervention program? If yes, please explain:

**PERSONAL REFERENCES:** List the names of three references that employers may contact.

1) Name	Telephone # ( )	Relationship (Teacher etc.)
Address:		
	City	State Zip Code
2) Name	Telephone # ( )	Relationship (Teacher etc.)
Address:		
	City	State Zip Code
3) Name	Telephone # ( )	Relationship (Teacher etc.)
Address:		
	City	State Zip Code

List additional KSA's (Knowledge, Skills, & Abilities) that you have, that will help employers select you over others: