

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: