

**PROFESSIONAL REFERENCES:** List three people who are familiar with your work, such as former employers or instructors. NOTE: **Always** acquire the approval of each person whose name you use as a reference.

1. Name \_\_\_\_\_ Relationship \_\_\_\_\_  
 Company Name \_\_\_\_\_ Title \_\_\_\_\_  
 Address \_\_\_\_\_ Telephone \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

2. Name \_\_\_\_\_ Relationship \_\_\_\_\_  
 Company Name \_\_\_\_\_ Title \_\_\_\_\_  
 Address \_\_\_\_\_ Telephone \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

3. Name \_\_\_\_\_ Relationship \_\_\_\_\_  
 Company Name \_\_\_\_\_ Title \_\_\_\_\_  
 Address \_\_\_\_\_ Telephone \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**PERSONAL REFERENCES:** List two people who know you personally, such as friends.

1. Name \_\_\_\_\_ Relationship \_\_\_\_\_  
 Address \_\_\_\_\_ Telephone \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

2. Name \_\_\_\_\_ Relationship \_\_\_\_\_  
 Address \_\_\_\_\_ Telephone \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**TIPS FOR COMPLETING AN APPLICATION**

1. Print, don't write
2. Use a black pen
3. Neatness counts
4. Answer every question
5. Be honest and accurate

**PERSONAL INFORMATION:** The following personal data may be requested on a job application.

\_\_\_\_\_

\_\_\_\_\_

**MILITARY RECORD:** List all information relative to your past or present military status.

Branch of Service: \_\_\_\_\_ Date Entered: \_\_\_\_\_

Service Number: \_\_\_\_\_ Date Discharged: \_\_\_\_\_

Type of Discharge: \_\_\_\_\_ Discharge Rank: \_\_\_\_\_

Entry Rank: \_\_\_\_\_ Highest Rank: \_\_\_\_\_

Service Job Classification: \_\_\_\_\_

What were your duties? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reserve or National Guard status: \_\_\_\_\_

Disability Benefits — Describe: \_\_\_\_\_

Overseas Service: Where? \_\_\_\_\_

How Long? \_\_\_\_\_

**EXPECTED WAGE:** \_\_\_\_\_

**BENEFITS NEEDED/DESIRED:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# APPLICATION FACT SHEET

A worksheet for job applicants to use in recording hard-to-remember information normally required on job applications.

**INTRODUCTION:** This worksheet is designed to aid prospective job applicants in gathering the background information normally required on job application forms. Although specific topics found on this form may not apply at this time, current data should be added to continually update this record. Carry this Employment Fact Sheet with you when you apply for employment.

**EMPLOYMENT RECORD:** List all employment starting with your present or most recent employer.

DATES		NAME AND ADDRESS OF EMPLOYER	1. TELEPHONE NUMBER 2. NAME OF SUPERVISOR	JOB TITLE, MAJOR DUTIES AND SKILLS DEVELOPED	WAGES	REASON FOR LEAVING
FROM	____/____/____ month year					
TO	____/____/____ month year					
FROM	____/____/____ month year					
TO	____/____/____ month year					
FROM	____/____/____ month year					
TO	____/____/____ month year					
FROM	____/____/____ month year					
TO	____/____/____ month year					
FROM	____/____/____ month year					
TO	____/____/____ month year					

**EDUCATION RECORD:** List all formal and informal educational activity. Start with your most recent training.

NAME OF SCHOOL	CITY AND STATE	FROM YEAR	TO YEAR	GRADE COMPLETED	DEGREE EARNED	MAJOR FIELD	GPA	SKILL DEVELOPED

**ADDITIONAL EXPERIENCE:** Volunteer, Specialized Training, Awards, Skills, Apprenticeship, Co-op, Internships, Clubs, Organizations, etc.: \_\_\_\_\_

\_\_\_\_\_