



Personal Data Sheet

Purpose: The purpose of this sheet is to provide a handy reference for completing job applications. You may complete this in your own handwriting.

Name _____

Address _____

City, State, Zip _____

Phone Number _____

E-mail Address _____

High School Information

High School, Year Graduated, and GPA _____

Address of High School _____

High School Awards _____

Extracurricular Activities _____

College (1st College)

College and GPA _____

Degree and Year Graduated _____

Address of College _____

College Awards _____

Extracurricular Activities _____

College (2nd College)

College and GPA _____

Degree and Year Graduated _____

Address of College _____

College Awards _____

Extracurricular Activities _____

Other Education

Continuing Education/Workshops/Seminars _____

Community Service Activities

Work Experience—Current Position

List employment for the past ten years.

Employer _____

Address of Employer _____

Supervisor and Supervisor's Title _____

Phone Number _____

Beginning Pay _____ Current Pay _____

Beginning Date of Employment _____ Ending Date of Employment _____

Reason for Separation _____

Job Duties _____

Awards _____

Work Experience—Former Position 1

Employer _____

Address of Employer _____

Supervisor and Supervisor's Title _____

Phone Number _____

Beginning Pay _____ Current Pay _____

Beginning Date of Employment _____ Ending Date of Employment _____

Reason for Separation _____

Job Duties _____

Awards _____

Work Experience—Former Position 2

Employer _____

Address of Employer _____

Supervisor and Supervisor's Title _____

Phone Number _____

Beginning Pay _____ Current Pay _____

Beginning Date of Employment _____ Ending Date of Employment _____

Reason for Separation _____

Job Duties _____

Awards _____

Work Experience—Former Position 3

Employer _____

Address of Employer _____

Supervisor and Supervisor's Title _____

Phone Number _____

Beginning Pay _____ Current Pay _____

Beginning Date of Employment _____ Ending Date of Employment _____

Reason for Separation _____

Job Duties _____

Awards _____

Work Experience—Former Position 4

Employer _____

Address of Employer _____

Supervisor and Supervisor's Title _____

Phone Number _____

Beginning Pay _____ Current Pay _____

Beginning Date of Employment _____ Ending Date of Employment _____

Reason for Separation _____

Job Duties _____

Awards _____

Notify your references when you think potential employers will be contacting them. Explain to your references the jobs you are applying for and why you are qualified for those jobs.

Reference 1

Name _____

Job Title _____

Employer _____

Address _____

Phone Number _____

E-mail Address _____

Personal or Work Reference _____

Reference 2

Name _____

Job Title _____

Employer _____

Address _____

Phone Number _____

E-mail Address _____

Personal or Work Reference _____

Reference 3

Name _____

Job Title _____

Employer _____

Address _____

Phone Number _____

E-mail Address _____

Personal or Work Reference _____