

JOB HUNTING

Job hunting means filling out applications, making telephone calls, going to interviews, etc. It can be a lot of work, but knowing what to expect and having practice answering the questions can make a big difference. If you're prepared, you'll have more self-confidence and will do a great job!



PERSONAL FACT SHEET

When you apply for a job, you'll usually be asked to fill out an application form to answer some questions about yourself, your education and work experience. It's not always easy to remember all the facts: dates, addresses, etc., that the application asks for. That is why having a Personal Fact Sheet will be so helpful to you. Whenever you're asked to fill out an application or answer some questions, you can refer to the Fact Sheet. Fill out the **Personal Fact Sheet** on the next page and keep it handy so that you can use it if the need arises.

An important part of any job application is the section that asks for your **references**. Make sure that the people you choose know you and can say good things about you. Previous employees, supervisors, teachers, principals, etc., are often used as references. Remember to always check with the person before you use him/her as a reference.

PERSONAL FACT SHEET

Personal Information

Name
Last: _____ First: _____ MI: _____

Address: _____ Apt. No.: _____

City: _____ State: _____ Zip: _____

Telephone: _____

Social Security Number: _____ Date of Birth: _____

Place of Birth: _____

Emergency Information

In case of an emergency, please notify: _____

Relationship to you: _____

Address: _____ Apt. No.: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Business Phone: _____

Optional Personal Information

Please be advised that it is not necessary for you to answer any of this information and not completing this section cannot be held against you for purposes of employment.

Height: _____ Weight: _____

Age: _____ Marital Status: _____

Race: _____ Sex: Male Female

<u>Education</u>	Dates of Attendance From Mo./Yr. to Mo./Yr.
Elementary School:	
Middle School:	
High School:	
Vocational School Program:	
College:	
Other Training (explain):	

List all machines and special equipment you can operate: _____

List any special skills you have: _____

Previous Employment

Please list the last four jobs you have held.

Company Name: _____

Company Address: _____

Telephone: _____ **Supervisor's Name:** _____

Position [type of work you did]: _____

Duties: _____

Dates of Employment (MM/YY): from _____ to _____

Salary: _____

Reason for leaving: _____

Previous Employment

Company Name: _____

Company Address: _____

Telephone: Supervisor's Name: _____

Position [type of work you did]: _____

Duties: _____

Dates of Employment (MM/YY): from _____ to _____

Salary: _____

Reason for leaving: _____

Previous Employment

Company Name: _____

Company Address: _____

Telephone: Supervisor's Name: _____

Position [type of work you did]: _____

Duties: _____

Dates of Employment (MM/YY): from _____ to _____

Salary: _____

Reason for leaving: _____

Previous Employment

Company Name: _____

Company Address: _____

Telephone: Supervisor's Name: _____

Position [type of work you did]: _____

Duties: _____

Dates of Employment (MM/YY): from _____ to _____

Salary: _____

Reason for leaving: _____

Additional Information

In the space provided below, please list additional personal qualities you have to offer as well as any volunteer activities in which you participate.

References

Please list three references. Please do not use relatives.

Name: _____

Occupation: _____

Address: _____

Business Telephone: _____

References

Please do not use relatives.

Name: _____

Occupation: _____

Address: _____

Business Telephone: _____

References

Please do not use relatives.

Name: _____

Occupation: _____

Address: _____

Business Telephone: _____

You can add any other information that you think might be needed to complete the job application. There may be other questions on job applications, such as:

1. Are you a citizen of the United States or are you legally eligible to work in the United States:

2. For what position are you applying? _____
*[Write in the job you are looking for such as cashier, waiter or waitress, or clerical. Do **not** write “I don’t know” or “anything.”]*

3. When can you start work, if hired? _____
[If you don’t have a job now and can start right away, write “immediately.” If you cannot start right away, be specific and write the date that you will be able to begin work.]

4. What hours are you willing to work? _____
[For example, I can work Saturdays 8 am to 6 pm and Monday through Friday 5 pm to 9 pm.]

5. Will you work weekends? _____
[Be honest. Specify how many hours you will be able to work.]

6. What special skills or qualifications do you have which will be of benefit of you in this job?

[List any honors you have received or any abilities, interests or skills that you have which might help you in the job you’re applying for. Some examples are: I can drive a truck; I am bi-lingual in English & Spanish; I received the Mathematics Award from Plains High School in 1994.]

7. What wage/salary do you expect? _____
[If you are answering a newspaper ad that has listed the hourly or weekly wage, you should write that amount. If you’re not sure what the wage might be (minimum or a little higher) you can write “open” or “negotiable.”]

8. Are you eligible for or have you ever been bonded? _____
[To be bonded means that a company has checked out your background and found that you’re trustworthy and not a security risk. An adult criminal record is usually completed for jobs as bank guard, security officer and many government jobs.]

