



# EMPLOYMENT

## TOOLKIT

### Job Application Cheat Sheet

#### Personal

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Telephone #: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_  
 Social Security #: \_\_\_\_\_

#### Legal History

Charge: \_\_\_\_\_  
 Date of Charge: \_\_\_\_\_  
 Description: \_\_\_\_\_  
 \_\_\_\_\_  
 Status: (pending, closed, paid fine, etc) \_\_\_\_\_

#### Education

High School: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Graduate? Yes / No Year: \_\_\_\_\_  
 Diploma, GED, HSED? \_\_\_\_\_  
  
 College: \_\_\_\_\_  
 Location/Address: \_\_\_\_\_  
 Years Attended: \_\_\_\_\_  
 Area of Study: \_\_\_\_\_  
 Graduate? Yes / No \_\_\_\_\_  
  
 Trade, Business, or Correspondence  
 School: \_\_\_\_\_  
 Location/ Address: \_\_\_\_\_  
 Years Attended: \_\_\_\_\_  
 Graduate/Completion: \_\_\_\_\_  
  
 Any Other Special  
 Training: \_\_\_\_\_  
  
 Military Service: \_\_\_\_\_  
 Years: \_\_\_\_\_

#### Work History (Starting with most recent)

Employer: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Telephone #: \_\_\_\_\_  
 Supervisor: \_\_\_\_\_  
 Position/Title: \_\_\_\_\_  
 Starting Salary/Wage: \_\_\_\_\_  
 Ending Salary/Wage: \_\_\_\_\_  
 Hours Per Week: \_\_\_\_\_  
 Duties: \_\_\_\_\_  
 \_\_\_\_\_  
 Reason for Leaving: \_\_\_\_\_  
  
 Employer: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Telephone #: \_\_\_\_\_  
 Supervisor: \_\_\_\_\_  
 Position/Title: \_\_\_\_\_  
 Starting Salary/Wage: \_\_\_\_\_  
 Ending Salary/Wage: \_\_\_\_\_  
 Hours Per Week: \_\_\_\_\_

Duties: \_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone #: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Starting Salary/Wage: \_\_\_\_\_

Ending Salary/Wage: \_\_\_\_\_

Hours Per Week: \_\_\_\_\_

Duties: \_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**References** (Not employers, supervisors, or relatives)

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone #: \_\_\_\_\_

Relationship or Title: \_\_\_\_\_

Years Known: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone #: \_\_\_\_\_

Relationship or Title: \_\_\_\_\_

Years Known: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone #: \_\_\_\_\_

Relationship or Title: \_\_\_\_\_

Years Known: \_\_\_\_\_

**Availability**

Hours per week: \_\_\_\_\_

Days Available:

Monday: Daytime / Evening

Tuesday: Daytime / Evening

Wednesday: Daytime / Evening

Thursday: Daytime / Evening

Friday: Daytime / Evening

Saturday: Daytime / Evening

Sunday: Daytime / Evening

**Why Should we Hire You?**

\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_