

Application Checklist

1. Your personal info

- Full name
- Address and phone numbers
- Social security number

2. Education

- Name of High School,
 - Location (City/State),
 - Year graduated or years attended
- For Each College or Technical School:
 - Name of college
 - Location (City/State)
 - Year graduated or years attended
 - degree/major

3. Employment History

Gather following info for all employers.
(Begin with most recent, then work backwards.)

- Company name, address and phone #
- Name of Supervisor
- Dates of employment
- Pay Rate (\$ per hour, week, month or year)
- Title/Position held
- Description of duties
- Reason for leaving

4. References

3-5 References (they should be aware prospective employers may be calling.)

- Name
- Address
- Phone

5. Extras

- Special skills
- Computer knowledge & experience
- Certifications/Awards