

Name: _____

Address: _____

Phone Number: _____

E-Mail: _____

Education

An employer will want to know your educational history. For some jobs, a specific degree or certificate may be required. Take a moment to complete the following:

High School

Did you complete high school? Yes _____ No _____

If yes, what high school did you graduate from? _____ What year did you graduate? _____

Or

Do you have a GED? Yes _____ No _____

If yes, from what State and what year? _____

If you do not have your high school diploma, let's take the time to connect you with services to help you get it. See the Employment and Education Specialist for more assistance.

Post Secondary

Did you attend college or training program after high school? Yes _____ No _____

If yes, please give details: _____

Do you have any type of certificate/license? Yes _____ No _____

If yes, please give details: _____

Job History Worksheet
(start with your **most recent** job and work backwards)
Please use back if needed

Your Name: _____

Job Title _____ Start Date _____ End Date _____

Employer _____ Address _____

What did you do for this employer? _____

What did you accomplish? High accuracy, excellent customer feedback, new way of doing something, etc. _____

Why did you leave? _____

Job Title _____ Start Date _____ End Date _____

Employer _____ Address _____

What did you do for this employer? _____

What did you accomplish? High accuracy, excellent customer feedback, new way of doing something, etc. _____

Why did you leave? _____

Volunteer/Community/Other Experience Worksheet

Your Name: _____

Function _____ Start Date _____ End Date _____

Person/Group _____ Address _____

What did you do for this person/group? _____

What did you accomplish? High accuracy, excellent customer feedback, new way of doing something, etc. _____

Potential Reference Name _____

Function _____ Start Date _____ End Date _____

Person/Group _____ Address _____

What did you do for this person/group? _____

What did you accomplish? High accuracy, excellent customer feedback, new way of doing something, etc. _____

Potential Reference Name _____

References

List three people who would be able to provide a reference for you. If a former employer is available, please use that person. Did you have a co-worker that would be able to speak about your work skills? A teacher or professor? Personal references can be used in the mix.

Reference Name

Phone Number

1. _____

2. _____

3. _____