

Employment Information Work Sheet

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Use this worksheet to gather information about jobs you've had before. On an actual job application, you will usually be asked to list jobs starting with the most recent job first. Do the same with this worksheet. List all jobs previously worked. This is your work history. Include all non-paying jobs such as volunteer work, community service work, paid or unpaid.

Personal History:

Name: _____ Phone #: _____
Address: _____
City: _____ State: _____ Zip Code: _____

Work History #1:

Company _____
Supervisor _____
Address: _____
City: _____ State: _____ Zip Code: _____
Employment Dates: _____
Position: _____
Duties: _____

Work History #2:

Company _____
Supervisor _____
Address: _____
City: _____ State: _____ Zip Code: _____
Employment Dates: _____
Position: _____
Duties: _____

Education History Worksheet

When people think of education, school comes to mind. However, school is not the only source of obtaining knowledge. You may have had other types of training in your lifetime such as CPR, parenting, or operating a forklift. Keep this in mind when completing this section.

Education History #1:

School/Class: _____

Address: _____

City: _____

State: _____

Zip Code: _____

Degree/Certificate/Date: _____

Education History #2:

School/Class: _____

Address: _____

City: _____

State: _____

Zip Code: _____

Degree/Certificate/Date: _____

Education History #3:

School/Class: _____

Address: _____

City: _____

State: _____

Zip Code: _____

Degree/Certificate/Date: _____

Education History #4:

School/Class: _____

Address: _____

City: _____

State: _____

Zip Code: _____

Degree/Certificate/Date: _____

Work History #3:

Company

Supervisor

Address:

City:

State:

Zip Code:

Employment Dates:

Position:

Duties:

Work History #4:

Company

Supervisor

Address:

City:

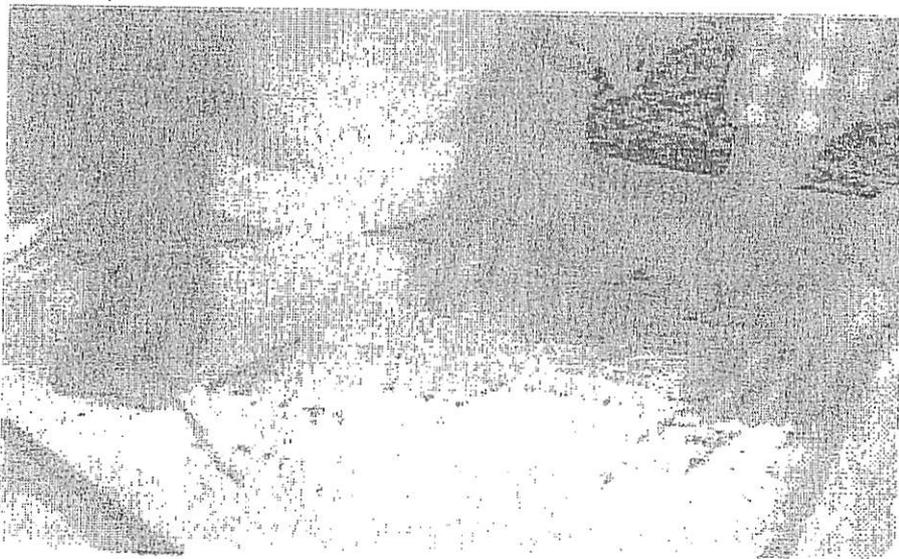
State:

Zip Code:

Employment Dates:

Position:

Duties:



Reference Worksheet

An employer may want to contact someone who has knowledge of your job performance and/or character. It is important when filling out a job application to have your reference's permission before using his or her name. References should be chosen from a professional standing rather than personal relationships, if possible. List three potential references you might use.

Reference #1:

Name:

Occupation:

Professional Relationship:

City, State:

Phone:

Reference #2:

Name:

Occupation:

Professional Relationship:

City, State:

Phone:

Reference #3:

Name:

Occupation:

Professional Relationship:

City, State:

Phone: