

MY FACT SHEET

Complete and carry with you on your job search

| | | | | |
|--|--------------------|---------------------|---------------------------|-----------------------------------|
| Applicant's Name: Last | | First | Middle Initial | Social Security Number |
| Mailing Address: Number | | Street | | Work Telephone Number () |
| City | | State | Zip Code | Home/Cell Telephone Number () |
| EDUCATION | | | | |
| Name of School | Location of School | | Degree or Course of Study | Date Completed |
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| EMPLOYMENT HISTORY – Begin with your most recent job. List each job separately. | | | | |
| Job Title | | Dates Worked From | To | Pay \$ Per |
| Name of Employer | | | Name of Supervisor | |
| Address (City, State, Zip Code): | | | | |
| Telephone Number () | | Reason for Leaving: | | |
| Duties Performed: | | | | |
| | | | | |
| | | | | |
| Job Title | | Dates Worked From | To | Pay \$ Per |
| Name of Employer | | | Name of Supervisor | |
| Address (City, State, Zip Code): | | | | |
| Telephone Number () | | Reason for Leaving: | | |
| Duties Performed: | | | | |
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| Job Title | | Dates Worked From | To | Pay \$ Per |
| Name of Employer | | | Name of Supervisor | |
| Address (City, State, Zip Code): | | | | |
| Telephone Number () | | Reason for Leaving: | | |
| Duties Performed: | | | | |
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| Job Title | | Dates Worked From | To | Pay \$ Per |
| Name of Employer | | | Name of Supervisor | |
| Address (City, State, Zip Code): | | | | |
| Telephone Number () | | Reason for Leaving: | | |
| Duties Performed: | | | | |
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| PERSONAL REFERENCES: List the names of three references that employers may contact. | | | | |
| 1) Name | | Telephone # () | | Relationship (Teacher etc.) |
| Address (City, State, Zip Code): | | | | |
| 2) Name | | Telephone # () | | Relationship (Teacher etc.) |
| Address (City, State, Zip Code): | | | | |
| 3) Name | | Telephone # () | | Relationship (Teacher etc.) |
| Address (City, State, Zip Code): | | | | |

Job Application Tips

Your appearance is important. Every time you make contact with an employer, dress neatly and be polite. Be organized. Bring the following items: ball point pens (black or blue ink), your **Fact Sheet**, copies of your resume.

How to Fill out an Application:

It is important that you read the entire application form before you start filling it out. Read the instructions carefully and follow them exactly. Completing the application properly is very important, because the application is your first chance to present your skills to the employer. Here are some helpful tips to follow when completing applications:

1. Fill out the form neatly and accurately.
2. Apply for a specific position, rather than entering "anything," or "open" for the desired position.
3. Leave no blanks.
4. Write "Does Not Apply" (or "N/A" for Not Applicable) in the space if the question does not apply to you.
5. Explain lengthy gaps in your work history, for example, "attending school."
6. Read and check the application for completeness before submitting it in to the employer.

Personal Data:

1. In the name field, be sure to note in what order the employer wants your first and last names.
2. Use an **address** where you receive mail. You may also be asked how long you've lived at your current address.
3. Provide your **telephone number** with an area code. If you use a message number, make sure that everyone at that number knows what to say for you or that the message on a message machine is appropriate.
4. Be sure that you meet the **health requirements** for the job. If a physical examination is a condition of employment, the employer must pay for it.
5. All applications ask for information about the schools you've attended and any degrees earned. List your **education**, detailing any special courses especially if they relate to the job you want. Be prepared to provide transcripts, if requested.
6. **Interests or Skills** can include **club activities, volunteer work, organization memberships, special skills, abilities, experiences and/or training** that may relate to the job you are seeking.
7. List any **hobbies or interests** you may have. This will provide information about related skills.
8. Some applications request information about misdemeanor or felony **convictions**. Read the application questions carefully and answer truthfully, adding "will discuss at interview." You can be fired lying on an application.

Position Desired:

1. Always fill in the space for the **Position Desired**. Never write "will do anything!" A vague answer makes it difficult for the employer to visualize how your special skills will meet their company needs.
2. In the **salary** desired field write "open" or "negotiable" rather than putting in a salary figure that might be too high or too low. The employer will look at the salaries paid previously.
3. In the **availability** field write "immediately." If you are currently employed, indicate a two week notice needed.

Job Experience:

1. Under **work experience**, fill all blanks completely, including part-time and full-time jobs.
2. If asked for the **reason you left** a job, use positive phrases like: "to take a job with more responsibility," "moved," "seasonal," "business closed," "job or contract ended," "temporary work," "laid off," "reorganization," "returned to school," or "career change." Avoid negative words like "fired," "quit," "absenteeism," or "tardiness."
3. If you have any professional **certification, licenses, or registrations**, list them. For example, you may be a licensed cosmetologist, dental hygienist, or have a special class driver's license.
4. If you were in the **military**, emphasize the duties you performed that relate to the job for which are applying. Have all appropriate forms available, such as certificates.
5. Always get permission from your **references** before beginning your work search. Former employers, business acquaintances, teachers, and the clergy are all acceptable references. Be sure to keep your reference list updated and let them know when you find a job.

Common Mistakes You'll Want to Avoid:

1. Not following directions
2. Misspelled words
3. Crossed out writing
4. Incomplete information or unanswered questions
5. Not applying for a specific position
6. Incomplete work history, or large unexplained gaps in work history
7. Overlapping or conflicting employment dates with no explanation
8. Application not turned in by the deadline
9. Use of troublesome words, such as "quit" or "fired"