

# 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 Telephone Number ( )
<b>EDUCATION</b>			
Name of School	Location of School	Degree or Course of Study	Date Completed
<b>EMPLOYMENT HISTORY – Begin with your most recent job. List each job separately.</b>			
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:			
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:			
<b>PERSONAL REFERENCES: List the names of three references that employers may contact.</b>			
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