



## Tips for Completing an Application

- A personal data sheet contains information you will use in your job search. Use it to write resumes. Carry it with you when completing applications. Review it before your interviews.
- Double-check grammar, spelling and content. When possible, ask someone to proofread it.
- Include skills on the application that are related to the type of position for which you're applying.
- Never write the term "See Resume" on the application.
- When using someone as a reference, always get permission first.
- Find out if the reference would prefer to be contacted at work or home. Find out the best time to reach her/him.
- Send your references a thank you note when you know they have given you a reference.

Personal Data Record											
Personal Data Record for:											
Address											
Social Security Number*					Alien Card Number*						
Phone Numbers		Home			Fax		Email				
Driver's License Number				Class		Endorsements					
Any felony convictions? **		YES	NO	If yes, explain:							
Position Desired											
Dates Available					Minimum Wage						
Skills and Abilities											
Education	High School		Business, Trade School, College		Undergraduate College/University		Graduate/Professional		Military Training		
School Name/GED											
School Location											
Years Completed	Don't complete this information for High School—it either doesn't apply or could lead to age discrimination.		1	2	3	4	1	2	3	4	
Did you graduate?			Yes	No	Yes	No	Yes	No			
Diploma/Degree											
Graduation Date											
Course of Study											
Describe any scholastic honors, assistantships, etc.											
Describe any specialized training, assistantships, etc.											
Foreign Languages											
Occupational License, Certifications, Registrations, Professional Affiliations, etc.											

\* Provide this information only after accepting an offer of employment.  
 \*\* Provide this only if asked.

Reference Sheet					
References — Work Related/Professional/Academic/Personal	Phone Number				
	Title				
	Employer				
	Name				