

Pocket Information Guide

Personal Information

Title of Position Desired _____

Social Security Number _____

Address _____

City State _____

Day Phone _____ Evening Phone _____

Date you can start _____

Salary desired _____

Availability

Sunday _____

Monday _____

Tuesday _____

Wednesday _____

Thursday _____

Friday _____

Saturday _____

Special Skills and Training

Education

High School Grade Completed _____

High School Diploma Yes ____ No ____ GED Yes ____ No ____

Post Secondary Education _____

Location _____

Degree or Certificate _____ Subjects Studied _____

High School _____

Location _____

Degree or Certificate _____ Subjects Studied _____

Employment (write additional employers on the back following this outline)

Employer _____

Address _____

Phone _____ Position Title _____

Supervisor's Name _____

Date started _____ Date Left _____

Reason for leaving _____

Job responsibilities _____

Salary _____ May we contact? Yes ____ No ____

References (write additional references on the back following this outline)

Name _____

Address _____

Phone _____ Years Known _____

Name _____

Address _____

Phone _____ Years Known _____

Name _____

Address _____

Phone _____ Years Known _____