PERSONAL FACT SHEET

MY PERSONAL INFORMATION

LAST NAME:		FIRST NAME:		MIDDLE NAME:	
ADDRESS:				APT. #:	
CITY:		STATE:		ZIP:	
TELEPHONE:		SOCIAL SECURITY #:		DATE OF BIRTH:	

EMERGENCY INFORMATION

In case of an emergency, please notify:					
Relationship to you:					
Home Phone:		Cell Phone:		Business Phone:	

EDUCATION

High School:		Vocational School:	
College:		Other Training (explain):	

List any special skills you have (such as software or special equipment you can operate):

EMPLOYMENT HISTORY

List the last 3 jobs you have held

Company Name:					
Company Address:					
Telephone:			Supervisors Name:		
Position			Duties:		
Dates of Employment (MM/YY):		From:		To:	
Salary:		Reason for leaving:			
Company Name:					
Company Address:					
Telephone:			Supervisors Name:		
Position			Duties:		
Dates of Employment (MM/YY):		From:		To:	
Salary:		Reason for leaving:			

Company Name:					
Company Address:					
Telephone:			Supervisors Name:		
Position			Duties:		
Dates of Employment (MM/YY):		From:		To:	
Salary:		Reason for leaving:			

REFERENCES

List three references. Please DO NOT use relatives.

Name:					
Occupation:					
Address:					
Business Phone:		Cell Phone:		Email:	
Name:					
Occupation:					
Address:					
Business Phone:		Cell Phone:		Email:	
Name:					
Occupation:					
Address:					
Business Phone:		Cell Phone:		Email:	

ADDITIONAL INFORMATION
(such as volunteer activities or additional personal qualities you have to offer)