

Personal Data Sheet

Name:

Address:

Years Lived There:

Telephone Number:

Cell Phone Number:

E-mail address:

Birth date:

Any medical restrictions (lifting, sitting, standing, etc.)?

Education History

High School:

Address:

Year Graduated:

If No, Highest Grade Completed:

Dates Attended:

College/Training/Vocational/Technical Schools (1):

Major/Minor:

Year Graduated:

Degree:

If No, Credits Earned:

Dates Attended:

College/Training/Vocational/Technical Schools (2):

Address:

Major/Minor:

Year Graduated:

Degree:

If No, Credits Earned:

Dates Attended:

Other Training Programs You Have Attended:

Volunteer Activities

Volunteer or Unpaid Work (1):

Address:

Job Title:

Job Duties:

Supervisor Name:

Supervisor Telephone:

Dates Volunteered:

Volunteer or Unpaid Work (2):

Address:

Job Title:

Job Duties:

Supervisor Name:

Supervisor Telephone:

Dates Volunteered:

Externship Information

Company 1:

Address:

Telephone Number:

Supervisor's Name:

Dates of Externship:

Job Duties:

Company 2:

Address:

Telephone Number:

Supervisor's Name:

Dates of Externship:

Job Duties:

Job Related Skills:

Date Available to Start Work:

Sources of transportation you are able to access:

Adaptive Software, Equipment, or Tools you use (please include font size if applicable):

Interests, Talents, Hobbies:

Jobs of Interest:

Jobs to Avoid:

Desired salary/wage for entry position:

Have you ever been convicted of a crime felony/ misdemeanor? For what?

Have you ever been terminated? When and why?

Anything else we need to know?

Work Background

Job Related Licenses, Permit, and Certificates:

Employment History

Name of Company:

Address:

Telephone Number:

Supervisor's Name:

Dates of Employment:

Reason for Leaving:

Job Title:

Wage:

Job Duties:

Name of Company:

Address:

Telephone Number:

Supervisor's Name:

Dates of Employment:

Reason for Leaving:

Job Title:

Wage:

Job Duties:

Name of Company:

Address:

Telephone Number:

Supervisor's Name:

Dates of Employment:

Reason for Leaving:

Job Title:

Wage:

Job Duties:

Professional References

Name:

Company:

Title:

Address:

Telephone Number:

Email Address:

Relationship:

Number of Years Known:

Name:

Company:

Title:

Address:

Telephone Number:

Email Address:

Relationship:

Number of Years Known:

Name:

Company:

Title:

Address:

Telephone Number:

Email Address:

Relationship:

Number of Years Known:

Personal References

Name:

Company:

Title:

Home Address:

Telephone Number:

Email Address:

Relationship:

Number of Years Known:

Name:

Company:

Title:

Home Address:

Phone Number:

Email Address:

Relationship:

Number of Years Known:

Name:

Company:

Title:

Home Address:

Telephone Number:

E-mail Address:

Relationship:

Number of Years Known: