

PERSONAL DATA SHEET

IDENTIFICATION

Name _____ Soc. Sec. # _____
 Address _____
 Telephone (____) _____
 E-mail Address _____
 Hobbies/Interests _____
 Honors/Awards/Offices _____
 Sports/Activities _____
 Other _____

EDUCATIONAL BACKGROUND

School Name and Address	Dates Attended	
	From:	To:
High School:		
Course of Study _____ Rank _____ Favorite Subject(s) _____		GPA _____
Other (College, Trade, Business, or Correspondence School):	From:	To:
Course of Study _____ Rank _____ Favorite Subject(s) _____		GPA _____
Other (College, Trade, Business, or Correspondence School):	From:	To:
Course of Study _____ Rank _____ Favorite Subject(s) _____		GPA _____

Follow this general outline when you prepare a personal data sheet. Use it to fill out a job application form and create a resume. (The personal data sheet continues on the next page.)

EMPLOYMENT HISTORY

(Start with present or most recent employer.)

1. Company _____ Telephone () _____
Address _____
Employed from Mo. _____ Yr. _____ /to Mo. _____ Yr. _____ Supervisor _____
Position/Title _____
Last Wage _____ Reason for Leaving _____

2. Company _____ Telephone () _____
Address _____
Employed from Mo. _____ Yr. _____ /to Mo. _____ Yr. _____ Supervisor _____
Position/Title _____
Last Wage _____ Reason for Leaving _____

3. Company _____ Telephone () _____
Address _____
Employed from Mo. _____ Yr. _____ /to Mo. _____ Yr. _____ Supervisor _____
Position/Title _____
Last Wage _____ Reason for Leaving _____

REFERENCES

1. Name _____ Title _____
Address _____
Relationship _____ Telephone () _____

2. Name _____ Title _____
Address _____
Relationship _____ Telephone () _____

3. Name _____ Title _____
Address _____
Relationship _____ Telephone () _____

Personal data sheet (continued)