

LOOKING FOR A JOB

Make a Fact Sheet

So you are looking for a job. Your first step is to gather your personal information. You will need it to fill out applications. The best way to gather information is to make a personal fact sheet.

NAME (first/given name & last/surname)

ADDRESS (where you live now)

PREVIOUS ADDRESS (where you lived before)

DATE OF BIRTH (DOB - month, day, & year of your legal birthday)

TELEPHONE NUMBER (where you can be reached)

SOCIAL SECURITY NUMBER
(SS# - US Government identification number)

CITIZENSHIP INFORMATION
(if not a citizen -work visa -green card)

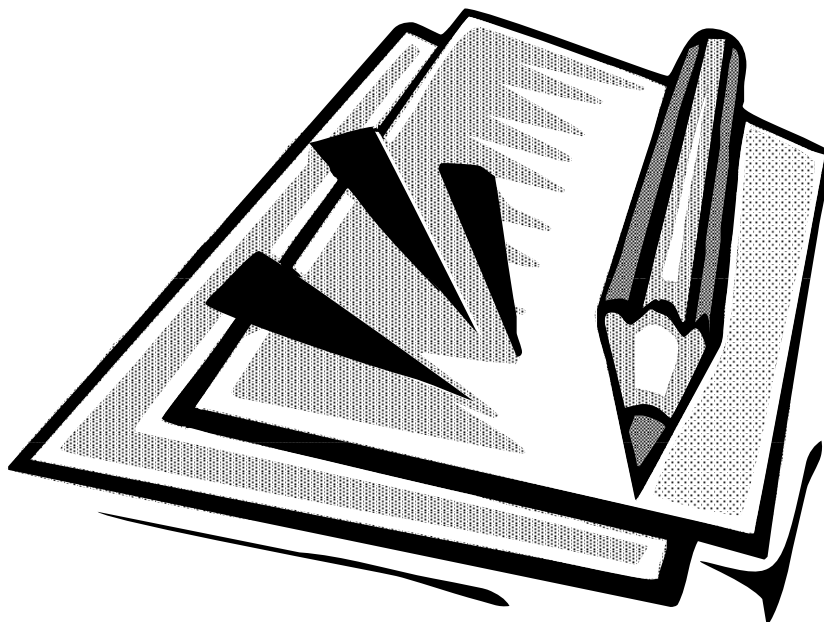
EDUCATIONAL RECORD

- High schools attended (name, address, dates attended)
- Other programs/schools attended (name, address, dates, courses studied)

FORMER EMPLOYERS

- Company name/employer (who hired and paid you)
- Address
- Telephone number
- Your supervisor's name (who watched you work)
- Supervisor's title (position in company)
- Your duties (what you did at work)
- Dates of employment (month - day - year)
 - From (first day of work)
 - To (last day of work)
- Reason for leaving (why you left job)
- Salary/rate of pay/wage (amount paid for your work)

Carry the worksheet with you when you are looking for a job. When you need to fill out applications or talk to an employer, you will be ready. Your fact sheet is the start of your job search. ■



A Product of the
Geneseo Migrant Center
27 Lackawanna Ave.
Mt. Morris, NY 14510

*Revised with funding from the NYS
Department of Education,
Migrant Education.
©2002
All Rights Reserved*

