

Employment/Volunteer History (list most recent employment first)

Employer Name/Organization

Address

Dates Employed— From: Month/Year

To: Month/Year

Job Title/Major Responsibilities/Skills, Knowledge and Abilities

Supervisor/Leader

Contact? Yes No Phone

Reason for Leaving

Ending Salary

Employer Name/Organization

Address

Dates Employed— From: Month/Year

To: Month/Year

Job Title/Major Responsibilities/Skills, Knowledge and Abilities

Supervisor/Leader

Contact? Yes No Phone

Reason for Leaving

Ending Salary

Employer Name/Organization

Address

Dates Employed— From: Month/Year

To: Month/Year

Job Title/Major Responsibilities/Skills, Knowledge and Abilities

Supervisor/Leader

Contact? Yes No Phone

Reason for Leaving

Ending Salary

Volunteer Activity

Dates Volunteered— From: Month/Year

To: Month/Year

Title/Major Responsibilities/Skills, Knowledge and Abilities

Supervisor/Leader

Contact? Yes No Phone

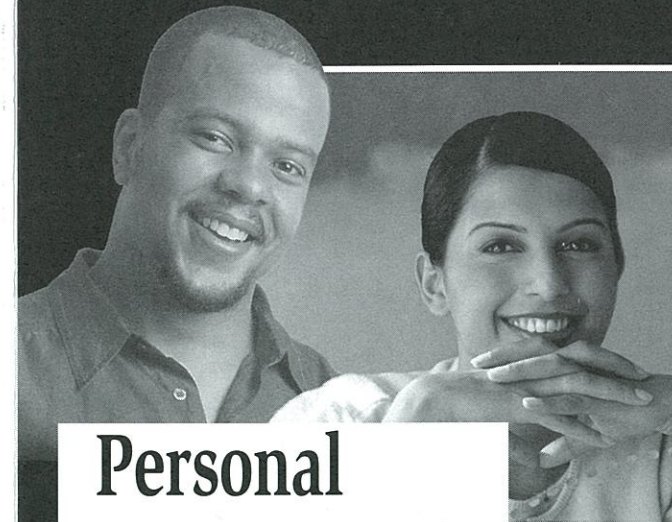
Other skills, knowledge and abilities not listed above acquired through hobbies or interests.

Notes

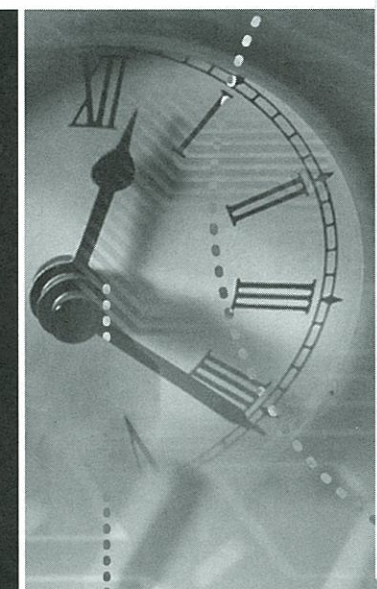


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Lined area for notes.



Personal Data Record



Carry This Record With You When Applying For a Job

POSITIVELY Minnesota  
 Department of Employment and Economic Development  
 www.PositivelyMinnesota.com

## Tips for Completing an Application

- A personal data sheet contains information you will use in your job search. Use it to write resumes. Carry it with you when completing applications. Review it before your interviews.
- Double-check grammar, spelling and content. When possible, ask someone to proofread it.
- Include skills on the application that are related to the type of position for which you're applying.
- Never write the term "See Resume" on the application.
- When using someone as a reference, always get permission first.
- Find out if the reference would prefer to be contacted at work or home. Find out the best time to reach her/him.
- Send your references a thank you note when you know they have given you a reference.

## Personal Data Record

Personal Data Record for: _____											
Address _____											
Social Security Number*						Alien Card Number*					
Phone Numbers			Home			Fax			Email		
Driver's License Number						Class		Endorsements			
Any felony convictions? **		YES	NO	If yes, explain:							
Position Desired _____											
Dates Available						Minimum Wage _____					
Skills and Abilities _____											
Education		High School		Business, Trade School, College		Undergraduate College/University		Graduate/Professional		Military Training	
School Name/GED											
School Location											
Years Completed		Don't complete this information for High School—it either doesn't apply or could lead to age discrimination.		1	2	3	4	1	2	3	4
Did you graduate?		Yes	No	Yes	No	Yes	No				
Diploma/Degree											
Graduation Date											
Course of Study											
Describe any scholastic honors, assistantships, etc.											
Describe any specialized training, assistantships, etc.											
Foreign Languages											
Occupational License, Certifications, Registrations, Professional Affiliations, etc.											

\* Provide this information only after accepting an offer of employment.

\*\* Provide this only if asked.

## Reference Sheet

References— Work Related/Professional/Academic/Personal	Phone Number				
	Title				
	Employer				
Name					