

Job Facts Guide

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■ Job Application Checklist

Always check the following items before you turn in your job application form.

IS MY APPLICATION

- Filled out completely
- Clean and neat with no cross-outs or smudges
- Easily readable
- Filled out correctly (no spelling errors, no blank spaces)
- Truthful (yet does not list health or personal problems)
- Positive answers (state "open" as desired salary)
- Signed by me

■ Personal Information

Name

Current Address

City

State

ZIP Code

Previous Address

E-Mail Address

Home Phone

Cell Phone

Primary Job Goal

Secondary Job Goal

Citizenship Status

Salary Desired

Date Available

Driver's License Number

Type

EMERGENCY CONTACT

Name

Address

City

State

ZIP Code

Home Phone

Work Phone

Relationship

■ Training

Circle Highest Grade Completed:

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16+

Name of High School

Address

Phone

From

To

Diploma or GED

Name of College

Address

Phone

From

To

Diploma or Degree

Major

Minor

Number of Hours

Name of Any Other School You May Have Attended

Address

Phone

From

To

Diploma or Degree

Major

Minor

Number of Hours

SPECIALIZED TRAINING

Training

Date

License OR Certificate

Training

Date

License OR Certificate

AWARDS AND RECOGNITION

List special skills and abilities that contribute to the position you seek.

MILITARY SERVICE

Are you currently registered with the selective service? Yes No

Classification

Commanding Officer

Previous Military Service

Enlistment Date

Discharge Date

Service Branch

Serial Number

Type of Discharge

Rank at Discharge

WORK PERFORMED

Include duties, responsibilities and equipment used:

List Service Related Disabilities:

MEMBERSHIPS

List professional or civic organizations in which you hold membership:

■ Work Skills

What specific work skills do you have that an employer should know about?

What are your types of work ID ?

Driver License

Social Security Card

State ID Card

Birth Certificate

School ID Card

Native American Tribal Document

US Passport

Other _____

Permanent Resident Card

Other _____

■ Work/Volunteer History

CURRENT OR MOST RECENT POSITION

Employer

Phone Number

Address

City

State

ZIP Code

Job Title

Date Started

Date Left

Supervisor

Supervisor's Email

Starting Salary

Final Salary

WORK PERFORMED

Include duties, responsibilities and equipment used:

Reason for Leaving:

■ Work/Vol. History (continued)

SECOND JOB

Employer

Phone Number

Address

City

State

ZIP Code

Job Title

Date Started

Date Left

Supervisor

Supervisor's Email

Starting Salary

Final Salary

WORK PERFORMED

Include duties, responsibilities and equipment used:

Reason for Leaving:

■ Work/Vol. History (continued)

THIRD JOB

Employer

Phone Number

Address

City

State

ZIP Code

Job Title

Date Started

Date Left

Supervisor

Supervisor's Email

Starting Salary

Final Salary

WORK PERFORMED

Include duties, responsibilities and equipment used:

Reason for Leaving:

■ Work/Vol. History (continued)

FOURTH JOB

Employer

Phone Number

Address

City

State

ZIP Code

Job Title

Date Started

Date Left

Supervisor

Supervisor's Email

Starting Salary

Final Salary

WORK PERFORMED

Include duties, responsibilities and equipment used:

Reason for Leaving:

■ Work/Vol. History (continued)

FIFTH JOB

Employer *Phone Number*

Address

City *State* *ZIP Code*

Job Title

Date Started *Date Left*

Supervisor

Supervisor's Email

Starting Salary *Final Salary*

WORK PERFORMED

Include duties, responsibilities and equipment used:

Reason for Leaving:

■ Work/Vol. History (continued)

SIXTH JOB

Employer

Phone Number

Address

City

State

ZIP Code

Job Title

Date Started

Date Left

Supervisor

Supervisor's Email

Starting Salary

Final Salary

WORK PERFORMED

Include duties, responsibilities and equipment used:

Reason for Leaving:

■ Other Background Information

What would a business find if it checked your:

1. Driving Record?
2. Credit Report?
3. Registry of Abuse or Neglect?
4. Criminal History (Misdemeanors or Felony Arrests/Convictions)?

■ References

REFERENCE #1

Name

Years Known/Relationship

Title/Occupation

Address

City

State

ZIP Code

Phone

E-Mail Address

REFERENCE #2

Name

Years Known/Relationship

Title/Occupation

Address

City

State

ZIP Code

Phone

E-Mail Address

REFERENCE #3

Name

Years Known/Relationship

Title/Occupation

Address

City

State

ZIP Code

Phone

E-Mail Address

REFERENCE #4

Name

Years Known/Relationship

Title/Occupation

Address

City

State

ZIP Code

Phone

E-Mail Address

■ Notes



Nebraska Department of Education
www.vr.nebraska.gov