



Personal Information Worksheet

Complete this information and keep it with you when filling out job applications.

- **Current Contact Information**

- Name (first, middle, and last): _____
- Address (street, city, state, and zip code): _____
- Phone numbers (including area code)
 - Home: _____
 - Work: _____
 - Cell: _____
- Email address: _____
- Driver's license number (including state and exp.): _____
- Social Security number: _____

- **Former Addresses** (*List in chronological order, from newest to oldest. Include street, city, state, and zip code*)

- Address: _____
- Address: _____

- **Educational History**

- School name: _____
 - School address: _____
 - School phone number (main line): _____
 - Course of study: _____
 - Graduation/completion date: _____
- School name: _____
 - School address: _____
 - School phone number (main line): _____

- Course of study: _____
- Graduation/completion date: _____

- **Other Trainings and Certifications**

- Workshop, training, or certification: _____
- Provided by: _____
- Date: _____
- Workshop, training, or certification: _____
- Provided by: _____
- Date: _____
- CEUs (if applicable): _____

- **Employment History**

- Company name: _____
- Company address: _____
- Company phone: _____
- Name of supervisor and title: _____
- Your title: _____
- Main duties:

- Dates of employment: _____
- Hours per week: _____
- Salary: _____
- Reason for leaving:

- **Employment History (Continued)**

- **Company name:** _____
- **Company address:** _____
- **Company phone:** _____
- **Name of supervisor and title:** _____
- **Your title:** _____
- **Main duties:**

- **Dates of employment:** _____
- **Hours per week:** _____
- **Salary:** _____
- **Reason for leaving:**
