

Application Checklist

1. **Your personal info:** Full name, address and phone numbers, and social security number.
2. **Education**
 - Name of High School, Location (City/State), Year graduated or years attended
 - Name of college, Location (City/State), Year graduated or years attended, degree/major
 - Above info for all colleges attended
3. **Employment History**

Gather following info for all employers. Begin with most recent, then work backwards.

 - Company name, address and phone #
 - Name of Supervisor
 - Dates of employment
 - Pay Rate (\$ per hour, week, month or year)
 - Title/Position held
 - Description of duties. Be concise, space will be limited.
 - Reason for leaving
4. **References**
 - Name, address & phone of each. *References should be aware prospective employers may be calling.
5. **Extras**
 - Special skills
 - Computer knowledge & experience
 - Certifications/Awards

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