

Cheat Sheet

Print this for your wallet, purse or briefcase!

IMPORTANT INFORMATION

Always bring a picture ID with you when you start work or turn in an application

Social Security Number _____

Previous Employment

Former Title _____ Supervisor's Name _____

Company Name _____ Phone: _____

Address: _____ City _____ State _____ Zip _____

Start Date: _____ End Date: _____ Pay Rate _____ Hours per week _____

Reason for leaving:

Duties:

Former Title _____ Supervisor's Name _____

Company Name _____ Phone: _____

Address: _____ City _____ State _____ Zip _____

Start Date: _____ End Date: _____ Pay Rate _____ Hours per week _____

Reason for leaving:

Duties:

Education

High School

Name _____

Address _____ City _____ State _____ Zip _____

Phone _____ GPA _____

Date of Graduation _____

Personal References (not relatives or friends under the age of 18)

Name	Phone	Address	Relationship/Yrs known