# **DATA SHEET**

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| **Personal Information** |
| **Name:**  **DOB:**  **Social Security #:**   |
| **Email:**  **Cell #:**  **Home phone #:**   |
| **Address:**  **City:**  **State:**  **Zip:**   |
| **Driver’s License #:**  **State:**   |
| **Languages Spoken**: [ ]  English [ ]  Spanish [ ]  Other:  |
| **How long have you lived in your current residence?**   |
| **Where did you live before then, and how long were you there?** |   |
| **What High School did you graduate from, and when?** |   |
| **If you did not graduate, do you have a GED? If so, when did you get it?** |   |
| **Did you have any courses in high school that taught you important skills?** |   |
| **Have you had college or vocational training? Please describe:** |   |
| **Have you ever been convicted of a misdemeanor or felony? Please explain.** |   |
| **Please describe reasons for any gaps in work history.** |   |
| **Please describe any volunteer experience you may have.** |   |

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| **Paid Work History – Current/Most Recent Employment** |
| **Name of Employer:**  **Employer Phone #:**   |
| **Address:**  **City:**  **State:**  **Zip:**   |
| **Dates of employment:**  **Hours per week:** **Starting Salary:** **Ending Salary:**  |
| **Job Duties** |   |
| **What did you like/dislike about this job?** |   |
| **Name of Supervisor:**  **Email:**  **Phone #:**   |
| **Will this employer give you a reference?** [ ]  Yes [ ]  No [ ]  Unsure  |

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| **Paid Work History – 2nd Most Recent Employment** |
| **Name of Employer:**  **Employer Phone #:**   |
| **Address:**  **City:**  **State:**  **Zip:**   |
| **Dates of employment:**  **Hours per week:** **Starting Salary:** **Ending Salary:**  |
| **Job Duties** |   |
| **What did you like/dislike about this job?** |   |
| **Name of Supervisor:**  **Email:**  **Phone #:**   |
| **Will this employer give you a reference?** [ ]  Yes [ ]  No [ ]  Unsure  |

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| **Paid Work History – 3rd Most Recent Employment** |
| **Name of Employer:**  **Employer Phone #:**   |
| **Address:**  **City:**  **State:**  **Zip:**   |
| **Dates of employment:**  **Hours per week:** **Starting Salary:** **Ending Salary:**  |
| **Job Duties** |   |
| **What did you like/dislike about this job?** |   |
| **Name of Supervisor:**  **Email:**  **Phone #:**   |
| **Will this employer give you a reference?** [ ]  Yes [ ]  No [ ]  Unsure  |

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| **Paid Work History – 4th Most Recent Employment** |
| **Name of Employer:**  **Employer Phone #:**   |
| **Address:**  **City:**  **State:**  **Zip:**   |
| **Dates of employment:**  **Hours per week:** **Starting Salary:** **Ending Salary:**  |
| **Job Duties** |   |
| **What did you like/dislike about this job?** |   |
| **Name of Supervisor:**  **Email:**  **Phone #:**   |
| **Will this employer give you a reference?** [ ]  Yes [ ]  No [ ]  Unsure  |

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| **List of References** |
| **Name of Reference #1:**  **Title:**   |
| **Email:**  **Phone #:**   |
| **Relationship** |   |
| **How long have you known them?** |   |
| **Name of Reference #2:**  **Title:**   |
| **Email:**  **Phone #:**   |
| **Relationship** |   |
| **How long have you known them?** |   |
| **Name of Reference #3:**  **Title:**   |
| **Email:**  **Phone #:**   |
| **Relationship** |   |
| **How long have you known them?** |   |