How to Use This Document

In order to use and edit this document, you will need to copy it to your **Google Drive**. To do this, please follow the instructions below.

1. **Sign in** to your Google account if you’re not signed in already.
2. Open the **File** menu on the toolbar, then choose **Make a Copy**.
3. A dialog box will appear. Click **OK** to confirm.
4. The document will be copied to your Google Drive.

Personal Information Worksheet

***Complete this information for your records, and bring it with you when filling out job applications in person.***

* **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:**

**Address:**

**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:**

**CEUs (if applicable):**

**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:**

**Principal duties:**

**Dates of employment:**

**Hours per week:**

**Salary:**

**Reason for leaving:**

**Company name:**

**Company address:**

**Company phone:**

**Name of supervisor and title:**

**Your title:**

**Principal 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:**

**Principal duties:**

**Dates of employment:**

**Hours per week:**

**Salary:**

**Reason for leaving:**

**Company name:**

**Company address:**

**Company phone:**

**Name of supervisor and title:**

**Your title:**

**Principal 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:**

**Principal duties:**

**Dates of employment:**

**Hours per week:**

**Salary:**

**Reason for leaving:**

**Company name:**

**Company address:**

**Company phone:**

**Name of supervisor and title:**

**Your title:**

**Principal duties:**

**Dates of employment:**

**Hours per week:**

**Salary:**

**Reason for leaving:**