# **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?** |  |