

**Personal
Data
Book**

**A
Record
for
Job Hunters**



**Georgia
Department of Labor**

Mark Butler, Commissioner

Equal Opportunity Employer/Program
Auxiliary Aids & Services Are Available Upon Request
To Individuals With Disabilities

HELPFUL HINTS

FOR COMPLETING A JOB APPLICATION

1. Have information readily available. Don't erase, scratch out or leave blank.
2. Answer as fully as possible.
3. Leave no blank spaces. For questions that do not apply to you, draw a line or write N/A.
4. Use only positive information. If the response is negative or requires explanation, write "will discuss in interview". Avoid negative words such as "quit" or "fired".
5. If your work history is long and varied, attach a resume.
6. Be prepared to use ink.
7. Be completely honest. Misrepresenting yourself on a job application may result in being fired at a later date.

PERSONAL DATA

Full Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: (_____) _____

Message: (_____) _____

Social Security: _____

Length of Time at Present Address: _____

Days/Hours Available: _____

Job Objective: _____

Salary Range: _____

Professional/Civic Organizations: _____

Work Limitations: _____

WORK HISTORY

JOB 1. (most recent)

Employer: _____

Address: _____

Telephone: (_____) _____

Job Title: _____

Dates: _____ to _____
MO/YR MO/YR

Salary: _____
Beginning Ending

Supervisor: _____

Reason for Leaving: _____

Job Duties: _____

Machines/Tools: _____

Factors Liked

Factors Disliked

WORK HISTORY

JOB 2. (most recent)

Employer: _____

Address: _____

Telephone: (_____) _____

Job Title: _____

Dates: _____ to _____
MO/YR MO/YR

Salary: _____
Beginning Ending

Supervisor: _____

Reason for Leaving: _____

Job Duties: _____

Machines/Tools: _____

Factors Liked

Factors Disliked

WORK HISTORY

JOB 4. (most recent)

Employer: _____

Address: _____

Telephone: (_____) _____

Job Title: _____

Dates: _____ to _____
MO/YR MO/YR

Salary: _____
Beginning Ending

Supervisor: _____

Reason for Leaving: _____

Job Duties: _____

Machines/Tools: _____

Factors Liked

Factors Disliked

OTHER WORK HISTORY

Employer	Dates	Job Title	Reason for Leaving
1.			
2.			
3.			
4.			

SKILLS

Job Content _____

Transferable _____

Self Management _____

MILITARY

Branch _____ Rank _____

Dates _____ to _____

Job Titles

Duties

Machines/Tools _____

VOLUNTEER WORK

Organization	Duties/Responsibilities

EDUCATION AND TRAINING

School	Name/Address	Dates	Field of Study	Year/s/Hours Comp.	GPA	Degree
Secondary						
College			Major			
College			Minor			
College			Major			
College			Minor			
Other						
Other						

GED

Date Received _____

Location _____

Professional Licenses/Certificates:

_____ (Valid Through)

_____ (Valid Through)

MISCELLANEOUS

Explanation of Work Gaps

Dates	Reason

Professional Accomplishments/Awards: _____

Questions to Ask at Interview

1. _____

2. _____

3. _____

4. _____

REFERENCES

1. Name: _____
Employment: _____
Job Title: _____
Address: _____

Telephone: _____
How long have you known this person? _____
2. Name: _____
Employment: _____
Job Title: _____
Address: _____

Telephone: _____
How long have you known this person? _____
3. Name: _____
Employment: _____
Job Title: _____
Address: _____

Telephone: _____
How long have you known this person? _____
4. Name: _____
Employment: _____
Job Title: _____
Address: _____

Telephone: _____
How long have you known this person? _____

