Personal Job Information Personal Job Information Social Security Number Social Security Number Address State Zip **Previous Employment: (Most Recent First) Previous Employment: (Most Recent First)** Name of Employer____ Name of Employer_____ Address_ Address_____ Job Title_____ Job Title_____ Dates From To_____ Dates From To_____ Salary_____Per___ Salary_____Per___ Reason For Leaving Reason For Leaving Supervisor_____ Supervisor_____ Phone_____ Phone_____ Job Duties_____ Job Duties_____ Name of Employer_____ Name of Employer Address Address Job Title Dates From To Job Title Dates From To Salary Per Salary_____Per____ Reason For Leaving Reason For Leaving Supervisor_____ Supervisor____ Phone_____ Phone_____ Job Duties _____ Job Duties _____ Name of Employer_____ Name of Employer_____ Address_____ Address_____ Job Title Job Title_____ Dates From To Salary Per Dates From To Salary Per Reason For Leaving_____ Reason For Leaving Supervisor____ Supervisor_ Phone____ Phone____ Job Duties_____ Job Duties_____ Name of Employer_____ Name of Employer_____ Address_____ Address Job Title_____ Job Title_____ Dates From To Dates From_____To____ Salary______Per____ Salary______Per____ Reason For Leaving_____ Reason For Leaving_____ Supervisor____ Supervisor_____ Phone Phone Job Club TPO Job Club TPO

Job Duties	Job Duties
Education	Education
Name	Name
Address	Address
Area studied or degree	Area studied or degree
Name	Name
Address	Address
Area studied or degree	Area studied or degree
References (Receive permission before using names)	References (Receive permission before using names)
Name	Name
Phone	Phone
Position	Position
Company	Company
Address	Address
Name	Name
Phone	Phone
Position	Position
Company	Company
Address	Address
Name	Name
Phone	Phone
Position	Position
Company	Company
Address	Address
Name	Name
Phone	Phone
Position	Position
Company	Company
Address	Address
Prepare for the interview (research the company)	Prepare for the interview (research the company)
☐ Have a specific job(s) in mind.	☐ Have a specific job(s) in mind.
□ Review your qualifications for the job.	 Review your qualifications for the job.
□ Be prepared to answer questions about yourself.	 Be prepared to answer questions about yourself.
Appearance—Well groomed & suitably dressed	Appearance—Well groomed & suitably dressed
Interview	Interview
□ Be 10-15 minutes early and be well mannered.	□ Be 10-15 minutes early and be well mannered.
□ Answer questions directly and truthfully.	 Answer questions directly and truthfully.
☐ Use proper grammar and speak clearly	 Use proper grammar and speak clearly

□ KEEP EYE CONTACT

Job Club TPO

□ Be enthusiastic and cooperative

□ Don't be afraid to ask questions (clarify please)

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□ Be enthusiastic and cooperative

□ Don't be afraid to ask questions (clarify please)