



**Demographic Information**

Instructions: Type the information below:

Date completed:		Date most recently updated:	
First name:		Middle name:	
Last name:			Date of birth:
Street address:			
Apartment number or PO box number (if any):			
City:		State:	ZIP code:
Mailing address, if different from the address listed above.			
Street address:			
Apartment number or PO box number:			
City:		State:	ZIP code:
Phone 1:	Phone 2:	Phone 3:	
Email:		Other contact method:	
Types of driver's licenses:	Class C	Commercial	Restricted      None
Driver's License Number or State ID Number:			
Languages spoken:	English	Spanish	Other:
Describe reasons for gaps in work or volunteer history			

**Arrest and Conviction History**

Any arrest(s) or convictions of a criminal offense(s) you have, that were gained at any age, may interfere with obtaining employment. Disposition(s) requirements such as payments, probation, and registration requirements can impact employment.

No history of arrest(s) or convictions of a criminal offense(s) gained at any age

Offense/Charge:			
Felony Charge	Yes	No	Date:      Location:
Disposition (payments, probation, parole, registration):			
Offense/Charge:			
Felony Charge	Yes	No	Date:      Location:
Disposition (payments, probation, registration):			
Offense/Charge:			
Felony Charge	Yes	No	Date:      Location:
Disposition (payments, probation, registration):			



<b>Average hours worked:</b>			
<b>Describe job duties:</b>			
<b>Employer:</b>		<b>Job title:</b>	
<b>Start date:</b>		<b>End date:</b>	
<b>Earnings:</b>		<b>Average Number of hours worked per week:</b>	
<b>Street address:</b>			
<b>Suite number or PO box number:</b>			
<b>City:</b>		<b>State:</b>	<b>ZIP code:</b>
<b>Supervisor's name:</b>			<b>Phone:</b>
<b>Supervisor's email:</b>		<b>Other contact method:</b>	
<b>Reason for leaving:</b>			
<b>Do you think this employer will give you a good reference?      Yes      No</b>			
<b>Do you think that this employer would consider re-hiring you?      Yes      No</b>			
<b>Roles:</b>	Technical	Non-managerial	
	Supervisory or managerial	Number of employees supervised:	
<b>Type of employment:</b>	Full-time	Part-time	Temporary or project
	Summer	Contract	Other:
<b>Average hours worked:</b>			
<b>Describe job duties:</b>			
<b>Employer:</b>		<b>Job title:</b>	
<b>Start date:</b>		<b>End date:</b>	
<b>Earnings:</b>		<b>Average Number of hours worked per week:</b>	
<b>Street address:</b>			
<b>Suite number or PO box number:</b>			
<b>City:</b>		<b>State:</b>	<b>ZIP code:</b>
<b>Supervisor's name:</b>			<b>Phone:</b>
<b>Supervisor's email:</b>		<b>Other contact method:</b>	
<b>Reason for leaving:</b>			
<b>Do you think this employer will give you a good reference?      Yes      No</b>			
<b>Do you think that this employer would consider re-hiring you?      Yes      No</b>			
<b>Roles:</b>	Technical	Non-managerial	
	Supervisory or managerial	Number of employees supervised:	
<b>Type of employment:</b>	Full-time	Part-time	Temporary or project
	Summer	Contract	Other:
<b>Average hours worked:</b>			

<b>Describe job duties:</b>			
<b>Employer:</b>		<b>Job title:</b>	
<b>Start date:</b>		<b>End date:</b>	
<b>Earnings:</b>		<b>Average Number of hours worked per week:</b>	
<b>Street address:</b>			
<b>Suite number or PO box number:</b>			
<b>City:</b>		<b>State:</b>	<b>ZIP code:</b>
<b>Supervisor's name:</b>			<b>Phone:</b>
<b>Supervisor's email:</b>		<b>Other contact method:</b>	
<b>Reason for leaving:</b>			
<b>Do you think this employer will give you a good reference?</b>			<b>Yes    No</b>
<b>Do you think that this employer would consider re-hiring you?</b>			<b>Yes    No</b>
<b>Roles:</b>	Technical	Non-managerial	
	Supervisory or managerial	Number of employees supervised:	
<b>Type of employment:</b>	Full-time	Part-time	Temporary or project
	Summer	Contract	Other:
<b>Average hours worked:</b>			
<b>Describe job duties:</b>			
<b>Volunteer History</b>			
Volunteer positions are unpaid positions held such as church positions, community service assignments, trustee positions, etc.			
<input type="checkbox"/> <b>No volunteer history to report</b>			
<b>Agency:</b>		<b>Volunteer title:</b>	
<b>Start Date:</b>		<b>End date:</b>	
<b>Address:</b>			
<b>Suite number or PO box number:</b>			
<b>City:</b>		<b>State:</b>	<b>ZIP code:</b>
<b>Supervisor's name:</b>			<b>Phone:</b>
<b>Supervisor's email:</b>		<b>Other contact method:</b>	
<b>Number of hours volunteered:</b>		<b>Reason for leaving:</b>	
<b>May we contact this agency to gain information about your volunteer work?</b>			<b>Yes    No</b>
<b>Do you think this agency will give you a good reference?</b>			<b>Yes    No</b>
<b>Do you think this agency could and would consider hiring you as an employee?</b>			<b>Yes    No</b>

<b>Describe volunteer duties:</b>			
<b>Agency:</b>		<b>Volunteer title:</b>	
<b>Start Date:</b>		<b>End date:</b>	
<b>Address:</b>			
<b>Suite number or PO box number:</b>			
<b>City:</b>		<b>State:</b>	<b>ZIP code:</b>
<b>Supervisor's name:</b>			<b>Phone:</b>
<b>Supervisor's email:</b>		<b>Other contact method:</b>	
<b>Number of hours volunteered:</b>		<b>Reason for leaving:</b>	
<b>May we contact this agency to gain information about your volunteer work?</b>			<b>Yes    No</b>
<b>Do you think this agency will give you a good reference?</b>			<b>Yes    No</b>
<b>Do you think this agency could and would consider hiring you as an employee?</b>			<b>Yes    No</b>
<b>Describe volunteer duties:</b>			
<b>Agency:</b>		<b>Volunteer title:</b>	
<b>Start Date:</b>		<b>End date:</b>	
<b>Address:</b>			
<b>Suite number or PO box number:</b>			
<b>City:</b>		<b>State:</b>	<b>ZIP code:</b>
<b>Supervisor's name:</b>			<b>Phone:</b>
<b>Supervisor's email:</b>		<b>Other contact method:</b>	
<b>Number of hours volunteered:</b>		<b>Reason for leaving:</b>	
<b>May we contact this agency to gain information about your volunteer work?</b>			<b>Yes    No</b>
<b>Do you think this agency will give you a good reference?</b>			<b>Yes    No</b>
<b>Do you think this agency could and would consider hiring you as an employee?</b>			<b>Yes    No</b>
<b>Describe volunteer duties:</b>			
<b>Reference Details</b>			
Employment references are individuals that serve as the point of contact for employers to verify or ask questions about a potential your background, work experience, or work ethic.			
<b>Name:</b>		<b>How long have you known the reference?</b>	
<b>Reference's job title:</b>			
<b>Relationship to reference:</b>			
<b>Company name, when applicable:</b>			

Phone:		Email:	
Address:			
Suite number or PO box number:			
City:		State:	ZIP code:
May we contact this reference to gain information about you?			Yes No
Do you think this person will give you a good reference?			Yes No
Name:		How long have you known the reference?	
Reference's job title:			
Relationship to reference:			
Company name, when applicable:			
Phone:		Email:	
Address:			
Suite number or PO box number:			
City:		State:	ZIP code:
May we contact this reference to gain information about you?			Yes No
Do you think this person will give you a good reference?			Yes No
Name:		How long have you known the reference?	
Reference's job title:			
Relationship to reference:			
Company name, when applicable:			
Phone:		Email:	
Address:			
Suite number or PO box number:			
City:		State:	ZIP code:
May we contact this reference to gain information about you?			Yes No
Do you think this person will give you a good reference?			Yes No

### Employment Skills

Employment skills are abilities gained through training, experience, and achievements and include hard and soft skills that make you a desirable candidate to an employer.

1.	2.	3.
4.	5.	6.
7.	8.	9.
10.	11.	12.

## Career Objectives

Career objectives are short statements that describe the type of employment you desire and how your skills make you a good fit.

Record career objective(s) below.

## Training History Information

Training history information is a record of courses or programs you have completed to gain skills necessary to enter or advance in your employment.

No training history to report

**Institution name:**

**Course title:**

**Total hours:**

**Course status:** Completed Enrolled Incomplete

**Course description:**

**Institution name:**

**Course title:**

**Total hours:**

**Course status:** Completed Enrolled Incomplete

**Course description:**

**Institution name:**

**Course title:**

**Total hours:**

**Course status:** Completed Enrolled Incomplete

**Course description:**

## Occupational License or Certification Information

Occupational licensure is a form of government regulation requiring a license to pursue a particular profession or vocation. Certification is a third-party verification of an individual's level of knowledge or proficiency in a certain industry or profession. Registration is defined as the recognition of successful completion of mandated requirements for the practice of a particular profession.

No occupational license or certification information to report.

**Type:** Certification License Registration Other (specify):

**Issuer:**

**Title:**

**Number issued:**

**County:**

**City:**

**State:**

**Date issued:**

**Recertification date:**

**Expiration date:**

**Type:** Certification License Registration Other (specify):

**Issuer:**

**Title:**

<b>Number issued:</b>		
<b>County:</b>	<b>City:</b>	<b>State:</b>
<b>Date issued:</b>	<b>Recertification date:</b>	<b>Expiration date:</b>
<b>Type:</b> Certification    License    Registration    Other (specify):		
<b>Issuer:</b>		
<b>Title:</b>		
<b>Number issued:</b>		
<b>County:</b>	<b>City:</b>	<b>State:</b>
<b>Date issued:</b>	<b>Recertification date:</b>	<b>Expiration date:</b>
<b>High School and GED Information</b>		
A high school diploma is awarded upon high school graduation. A General Education Development (GED) credential is offered as an alternative qualification for those who did not successfully earn a high school diploma.		
<b>Name of school district:</b>		
<b>High school name:</b>		<b>Phone:</b>
<b>Address:</b>		
<b>State:</b>	<b>County:</b>	<b>ZIP code:</b>
<b>Date started high school:</b>	<b>Date graduated:</b>	<b>Date of GED:</b>
<b>College Education History</b>		
Institution of higher education (college, university) where associate, bachelor, master, doctorate degrees can be earned. Not technical or professional training.		
<input type="checkbox"/> No college education information to report.		
<b>Name of school:</b>		
<b>City:</b>		<b>State:</b>
<b>Dates attended:</b>		<b>Program completed?</b> Yes    No
<b>Major and minor areas of study:</b>		
<b>Name of school:</b>		
<b>City:</b>		<b>State:</b>
<b>Dates attended:</b>		<b>Program completed?</b> Yes    No
<b>Major and minor areas of study:</b>		
<b>Name of school:</b>		
<b>City:</b>		<b>State:</b>
<b>Dates attended:</b>		<b>Program completed?</b> Yes    No
<b>Major and minor areas of study:</b>		
<b>Name of school:</b>		
<b>City:</b>		<b>State:</b>

<b>Dates attended:</b>	<b>Program completed?</b>	<b>Yes</b>	<b>No</b>
<b>Major and minor areas of study:</b>			
<b>Comments, if any:</b>			