

Personal Job Information

Name _____
Social Security Number _____
Address _____
City _____ State _____ Zip _____

Previous Employment: (Most Recent First)

Name of Employer _____
Address _____
Job Title _____
Dates From _____ To _____
Salary _____ Per _____
Reason For Leaving _____
Supervisor _____
Phone _____
Job Duties _____

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Address _____
Job Title _____
Dates From _____ To _____
Salary _____ Per _____
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Job Club TPO

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Job Club TPO

Job Duties _____

Education

Name _____

Address _____

Area studied or degree _____

Name _____

Address _____

Area studied or degree _____

References (Receive permission before using names)

Name _____

Phone _____

Position _____

Company _____

Address _____

Name _____

Phone _____

Position _____

Company _____

Address _____

Name _____

Phone _____

Position _____

Company _____

Address _____

Name _____

Phone _____

Position _____

Company _____

Address _____

Prepare for the interview (research the company)

- Have a specific job(s) in mind.
- Review your qualifications for the job.
- Be prepared to answer questions about yourself.

Appearance—Well groomed & suitably dressed

Interview

- Be 10-15 minutes early and be well mannered.
- Answer questions directly and truthfully.
- Use proper grammar and speak clearly
- KEEP EYE CONTACT
- Be enthusiastic and cooperative
- Don't be afraid to ask questions (clarify please)

Job Club TPO

Job Duties _____

Education

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Address _____

Area studied or degree _____

Name _____

Address _____

Area studied or degree _____

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Name _____

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Position _____

Company _____

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