

Birth Date _____

Social Security # _____

Driver License# _____

Education/Training

Highest Grade Completed _____ Yr. Graduated _____

Name/Address of School: _____

Course/Certificate or Degree _____

Other Training Classes _____

Any tools/equipment/machines operated _____

Employment History (most recent first)

*Employer Name/Address _____

Name of Supervisor _____

Work Dates From _____ To _____

Supervisor _____ Wage _____

*Employer Name/Address _____

Name of Supervisor _____

Work Dates From _____ To _____

Supervisor _____ Wage _____

References (no relatives)

Name/Address/Phone _____

Name /Address/Phone _____

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Be Prepared

- Know something about the business/employer
- Complete the pocket resume
- Review the job qualifications/get clarification

Appearance and Attitude

- Dress appropriately for the interview
- Be alert and interested
- Be on time

The Interview

- Answer questions directly and truthfully
- Know why you want to work for the employer
- Listen carefully
- Ask questions
- Be realistic about how much you want to earn

Take With You To The Interview

- Social Security Card
- Driver License or State ID
- School ID
- Pocket Resume
- Pen, Paper

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