Birth Date	Birth Date	Birth Date
Social Security #	Social Security #	Social Security #
Driver License#	Driver License#	Driver License#
Education/Training	Education/Training	Education/Training
Highest Grade CompletedYr. Graduated	Highest Grade CompletedYr. Graduated	Highest Grade CompletedYr. Graduated
Name/Address of School:	Name/Address of School:	Name/Address of School:
Course/Certificate or Degree	Course/Certificate or Degree	Course/Certificate or Degree
Other Training Classes	Other Training Classes	Other Training Classes
Any tools/equipment/machines operated	Any tools/equipment/machines operated	Any tools/equipment/machines operated
Employment History (most recent first)	Employment History (most recent first)	Employment History (most recent first)
*Employer Name/Address	*Employer Name/Address	*Employer Name/Address
Name of Supervisor	Name of Supervisor	Name of Supervisor
Work Dates FromTo	Work Dates FromTo	Work Dates FromTo
SupervisorWage	SupervisorWage	SupervisorWage
*Employer Name/Address	*Employer Name/Address	*Employer Name/Address
Name of Supervisor	Name of Supervisor	Name of Supervisor
Work Dates FromTo	Work Dates FromTo	Work Dates FromTo
SupervisorWage	SupervisorWage	SupervisorWage
References (no relatives)	References (no relatives)	References (no relatives)
Name/Address/Phone	Name/Address/Phone	Name/Address/Phone
Name /Address/Phone	Name /Address/Phone	Name /Address/Phone

Be Prepared	Be Prepared	Be Prepared
 Know something about the business/employer Complete the pocket resume Review the job qualifications/get clarification 	 □ Know something about the business/employer □ Complete the pocket resume □ Review the job qualifications/get clarification 	 □ Know something about the business/employer □ Complete the pocket resume □ Review the job qualifications/get
Appearance and Attitude ☐ Dress appropriately for the interview	Appearance and Attitude □ Dress appropriately for the interview	clarification
□ Be alert and interested□ Be on time	□ Be alert and interested□ Be on time	Appearance and Attitude □ Dress appropriately for the interview □ Be alert and interested
The Interview ☐ Answer questions directly and truthfully ☐ Know why you want to work for the employer ☐ Listen carefully	The Interview ☐ Answer questions directly and truthfully ☐ Know why you want to work for the employer ☐ Listen carefully	☐ Be on time The Interview ☐ Answer questions directly and truthfully
□ Ask questions□ Be realistic about how much you want to earn	□ Ask questions□ Be realistic about how much you want to earn	Know why you want to work for the employerListen carefully
Take With You To The Interview □ Social Security Card □ Driver License or State ID □ School ID	Take With You To The Interview □ Social Security Card □ Driver License or State ID □ School ID	□ Ask questions □ Be realistic about how much you want to earn
□ Pocket Resume □ Pen, Paper	□ Pocket Resume □ Pen, Paper	Take With You To The Interview □ Social Security Card □ Driver License or State ID □ School ID □ Pocket Resume
Additional Notes	Additional Notes	□ Pen, Paper
		Additional Notes