

Name _____ Class _____

JOB BASICS

When applying for a job, you are asked many different types of questions. Some times you will simply give your opinion; other times you must give correct information. To help you answer questions correctly, collect the following information together and take it with you when you go for an interview.

- _____ Birth Certificate
- _____ Social Security Card (you must have the actual card with you)
- _____ Work Permit (If applicable)
- _____ Food Handler's Permit
- _____ Driver's License
- _____ Diploma
- _____ Resume
- _____ Names of References with Addresses (ask permission prior to listing someone on an application)
- _____ Letters of Recommendation
- _____ Samples of Specific Skills, if applicable
- _____ Finger print (these may be obtained in a personnel department)

PERSONAL DATA SHEET

(You may wish to place this information on a small card that will fit in your wallet so that you have it at all times.)

Full Name:

Address:

Phone:

Telephone Number:

Social Security Number:

Person to call in case of emergency:

Telephone number:

Work experience (names, addresses and phone numbers):