

Employment Fact Sheet

Complete and carry with you on your job search

Last Name	First Name	Middle Initial	Social Security Number XXX - XX - _ _ _ _
Address			Telephone Number
City	State	Zip Code	Email Address

EDUCATION

Name of School	Location of School	Degree or Course of Study	Date Completed
Central Montco Technical High School	Plymouth Meeting		May 2016
		General High School	June 2016

EMPLOYMENT HISTORY – Begin with your most recent job. List each job separately.

Job Title	Dates Worked From _____ To _____	Pay \$ _____ Per _____
Name of Company	Name of Supervisor	
Address: City State Zip Code		
Telephone Number	Reason for Leaving:	
Duties Performed:		

Job Title	Dates Worked From _____ To _____	Pay \$ _____ Per _____
Name of Company	Name of Supervisor	
Address: City State Zip Code		
Telephone Number	Reason for Leaving:	
Duties Performed:		

PERSONAL REFERENCES: List the names of three references that employers may contact.

1) Name	Telephone #	Relationship
2) Name	Telephone #	Relationship
3) Name	Telephone #	Relationship

Other important information:

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