

## Information Needed for Job Applications

Your Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Your Phone Number (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Your Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Your Birthday \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Your Drivers License Number or Photo I.D. Number or Your Driving Permit Number \_\_\_\_\_

Your E-mail Address \_\_\_\_\_ @ \_\_\_\_\_

I-94 Number or A-Number or Green Card Number \_\_\_\_\_

Current/Most Recent Job  
(include jobs you might have worked outside the U.S.)

Business Name: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
\_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_  
Supervisor's Phone: \_\_\_\_\_  
What did you do there? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Start Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
End Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Start Wage: \$ \_\_\_\_\_  
End Wage: \$ \_\_\_\_\_

Previous Job  
(include jobs you might have worked outside the U.S.)

Business Name: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
\_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_  
Supervisor's Phone: \_\_\_\_\_  
What did you do there? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Start Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
End Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Start Wage: \$ \_\_\_\_\_  
End Wage: \$ \_\_\_\_\_

Previous Job  
(include jobs you might have worked  
outside the U.S.)

Business Name: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
\_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_  
Supervisor's Phone: \_\_\_\_\_  
What did you do there? \_\_\_\_\_  
\_\_\_\_\_

Start Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
End Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Start Wage: \$ \_\_\_\_\_  
End Wage: \$ \_\_\_\_\_

Three References  
(do not include relatives)

1. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Relationship to you: \_\_\_\_\_  
How long you have known this person: \_\_\_\_\_

2. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Relationship to you: \_\_\_\_\_  
How long you have known this person: \_\_\_\_\_

3. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Relationship to you: \_\_\_\_\_  
How long you have known this person: \_\_\_\_\_

When can you being work? \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

How much would you like to make  
per hour?  
(Minimum wage in MN is \$6.15)

\$ \_\_\_\_\_

What skills do you have?  
(See Transferable Skills worksheet.  
Some examples: Languages spoken,  
customer service, math, organization,  
money management, taking care of  
elderly, listening to people, assisting  
customers, respect for other cultures,  
time management)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_