

## PERSONAL REFERENCES

List as references three people other than relatives or former employers.

**Note:** Always obtain the approval of each person whose name you use as a reference.

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ (w)

Phone \_\_\_\_\_ (h)

e-mail \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ (w)

Phone \_\_\_\_\_ (h)

e-mail \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ (w)

Phone \_\_\_\_\_ (h)

e-mail \_\_\_\_\_

## HOW TO USE THIS DOCUMENT

This personal data record is an important part of your job search kit — the material you will gather as you prepare to complete applications and engage in job interviews.

Compile the information you will need about your employment background, personal information, your educational record, your military record (if applicable), and a list of references. Take this information with you when you meet with a potential employer.

Need more help? Contact a staff person in your nearest Wisconsin Job Center.

## POINTS TO REMEMBER WHEN COMPLETING JOB APPLICATIONS

1. Read the form carefully. Note format and structure. Complete it in ink, or type.
2. Don't be careless — take your time. Neatness may determine your fitness for employment.
3. Be accurate and complete. Answer all questions. Use the phrase “does not apply” rather than leave a blank.
4. Do not leave employment gaps. Account for all periods of time.
5. Give yourself credit for part-time, summer, and volunteer work you have done.

The employment application is an opportunity to **SELL YOURSELF**. It represents you to the employer; make it work.



888/258-9966 (toll free)

[www.wisconsinjobcenter.org](http://www.wisconsinjobcenter.org)

[jobcenter@dwd.state.wi.us](mailto:jobcenter@dwd.state.wi.us)

## Your Wisconsin Job Center features additional publications to guide you with your resumes and applications

Resume Writing — A Basic Guide (DETJ-9433-P)

Work Application (DETW-5011)

Resume Worksheet (DETJ-6024)

Avoid Application Form Errors (DETJ-5913-P)

Transferable Skills (DETJ-8961-P)

Employment Skills (DETJ-9446-P)

To obtain single copies of this publication, visit your nearest Wisconsin Job Center. For multiple copies of this or other Wisconsin Job Center publications, contact Document Sales at 1-800-DOC-SALE (Visa/MasterCard accepted).

We invite your comments. Send an e-mail message to: [jobcenter@dwd.state.wi.us](mailto:jobcenter@dwd.state.wi.us)

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DETJ-4937-9!P (B. \$&20%\$)

# Personal Data Record



## A Handy Reference to Record Information Necessary to Complete Job Applications

Carry this record with you when applying for employment.

Keep this information up-to-date.

**EMPLOYMENT RECORD: List all employment starting with your most recent employer. Also include significant summer, part-time, and volunteer employment.**

DATES		NAME OF COMPANY, COMPANY ADDRESS AND TELEPHONE NUMBER	1 2	JOB TITLE NAME OF SUPERVISOR	DESCRIBE MAJOR DUTIES AND SKILLS DEVELOPED	WAGES	REASON FOR LEAVING
From	_____ Month    Year	_____	1	_____		Starting \$ _____ per _____	
To	_____ Month    Year	_____	2	_____		Final \$ _____ per _____	
From	_____ Month    Year	_____	1	_____		Starting \$ _____ per _____	
To	_____ Month    Year	_____	2	_____		Final \$ _____ per _____	
From	_____ Month    Year	_____	1	_____		Starting \$ _____ per _____	
To	_____ Month    Year	_____	2	_____		Final \$ _____ per _____	
From	_____ Month    Year	_____	1	_____		Starting \$ _____ per _____	
To	_____ Month    Year	_____	2	_____		Final \$ _____ per _____	
From	_____ Month    Year	_____	1	_____		Starting \$ _____ per _____	
To	_____ Month    Year	_____	2	_____		Final \$ _____ per _____	
From	_____ Month    Year	_____	1	_____		Starting \$ _____ per _____	
To	_____ Month    Year	_____	2	_____		Final \$ _____ per _____	

**EDUCATIONAL RECORD: List all formal and informal educational activity. Start with your most recent involvement.**

TYPE OF SCHOOL	NAME OF SCHOOL	CITY AND STATE	FROM YEAR	TO YEAR	GRADE COMPLETED	DEGREE EARNED	MAJOR FIELD	VOCATIONAL SKILLS DEVELOPED

**PERSONAL INFORMATION: The following personal data may be requested on a job application form.**

Home address and zip code \_\_\_\_\_  
 \_\_\_\_\_  
 Home phone \_\_\_\_\_  
 Social Security No. \_\_\_\_\_  
 Drivers License No. \_\_\_\_\_

In case of emergency notify \_\_\_\_\_  
 \_\_\_\_\_  
 Physical limitations \_\_\_\_\_  
 \_\_\_\_\_  
**Note:** Many employers require an extensive health record. Be sure to list only those physical problems that limit your ability to do the job for which you are applying.

**MILITARY RECORD**

Branch of Service \_\_\_\_\_  
 Date entered \_\_\_\_\_  
 Date discharged \_\_\_\_\_  
 Type of discharge \_\_\_\_\_  
 Campaigns \_\_\_\_\_