

Application Checklist

Name: _____

Date: _____

When it is time to complete an application, here is what you need to have with you:

- ☐ 1. Full name
- ☐ 2. Social security number (SSN)
- ☐ 3. Full home address (street, city, zip code)
- ☐ 4. Home and cell telephone numbers
- ☐ 5. Email address
- ☐ 6. Birthday (day, month, year)
- ☐ 7. Driver's license number (if you have one)
- ☐ 8. Clean, printed copy of resume
- ☐ 9. List of 3 references including all of the following for each reference:
 - ☐ a) Their name
 - ☐ b) Their relationship to you (i.e. teacher, supervisor)
 - ☐ c) Their telephone number
 - ☐ d) Their place of business
 - ☐ e) Their email address
 - ☐ f) Their mailing address
- ☐ 10. Previous address if you have not lived in your current address for more than 5 years
- ☐ 11. Previous employment information, including all of the following:
 - ☐ a) Company name
 - ☐ b) Company telephone number
 - ☐ c) Company address
 - ☐ d) Your job title /position held
 - ☐ e) Supervisor's name and title
 - ☐ f) Dates worked (month/ year to month/year)
 - ☐ g) Hourly rate or salary
 - ☐ h) Job duties / responsibilities
- ☐ 12. Emergency contact person's name and telephone number
- ☐ 13. Your mother's maiden name
- ☐ 14. The county you live in