

Obtaining and Organizing Information

Getting Prepared to Complete the Application

To-Do List:

1: Gather your personal information.

___ Full name

___ Full address

___ Phone numbers

___ Email address

___ Birthday

___ Driver's license number

___ Social security number

___ City and state of birth

2: Start to gather information about your employment / volunteer work history.

___ Name of business or organization where you currently work / volunteer

___ Address of location

___ Phone number for location

___ Your title at location

___ Supervisor at location

___ Dates worked at location

___ Hourly pay if applicable

3: Let me know that you are finished.

4. Break on the computer until the bell rings.