

Name: _____ Date: _____

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

- ☐ 1. Your full name
- ☐ 2. Your Social security number (SSN)
- ☐ 3. Your full home address (street, city, zip code)
- ☐ 4. Your home and cell telephone numbers
- ☐ 5. Your email address
- ☐ 6. Your birthday (day, month, year)
- ☐ 7. Your driver's license number (if you have one)
- ☐ 8. Your Work Visa, if you are not a citizen
- ☐ 9. Your resume (clean, printed copy)
- ☐ 10. Your 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 (optional)
- ☐ 11. Your previous address, if you have lived at your current address for less than 5 years
- ☐ 12. Your previous employment or volunteer 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
- ☐ 13. Your emergency contact, person's name and telephone number
- ☐ 14. Your mother's maiden name
- ☐ 15. The county you live in, which is sometimes different than the city name