

Job Application Checklist

This is a list of the information you need to know and have available in order to fill out a job application.

√ Put a check next to each item you know right now.

Underline each item that you don't know or that doesn't apply to you.

	Name (complete legal name)
	Address (current address + previous)
	Home Phone and/or cell phone number
	Message phone number
	Social Security Number (SSN)
	Alien Registration Number
	Driver's License Number
	Date of Birth (month, day, year)
	Place of Birth (city and state or city and country)
	Emergency contact (name, address, phone number)
	Elementary School (name, address, dates (years attended))
	Junior High/Intermediate School (name, address, dates (years attended))
	High School Name (name, address, dates (years attended))
	College or University (name, address, dates (years attended), degree/s)
	Personal references (name, address, phone number, years known)
	Previous employers' information (names, addresses, phone numbers, job titles, supervisors' names)