

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 a resume or an application

1. Read forms carefully. Note the format and structure.
2. Don't be careless — take your time. Attentiveness may determine your fitness for employment.
3. Be accurate and complete. Answer all questions. Use a phrase like “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 the 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!

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

Thoughts on Resumes
(DETJ-4658-P)

Resume Worksheet
(DETJ-6024)

Avoid Application Form Errors
(DETJ-5913-P)

Transferable Skills
(DETJ-8961-P)

Employment Skills
(DETJ-9446-P)

<https://jobcenterofwisconsin.com>

888/258-9966 (toll free)

jobcenterofwisconsin@dwd.wisconsin.gov

We invite your comments.

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