

Gathering the Information

Take the time to gather the information that you will need to complete a job application. The amount of time you spend gathering your information now will ensure an easier time completing the application form later. Below are the various types of information that you should gather before you begin applying for jobs.

<i>INFORMATION NEEDED</i>	<i>WHERE TO FIND IT</i>
Social Security Number	Social Security Card
Elementary, High School, College, Trade or Business Schools <ul style="list-style-type: none"> • School Name • Address • Phone Number • Degree earned and Major • Dates of Attendance • Number of credits completed • GPA (Grade Point Average) 	Phone book, school transcripts, or contact school directly for information. Plan ahead because sometimes transcript requests can take up to 2 weeks or more to process. Be prepared to pay an administrative or processing fee.
Special Skills, Aptitudes or Qualifications	Completed self-assessments, recommendation letters, performance evaluations, and discussions with former supervisors or teachers will help you reflect on what you can offer the company.
Employment History <ul style="list-style-type: none"> • Company Name • Address • Phone Number • Supervisor's Name • Supervisor's Title • Supervisor's Phone Number • Dates of Employment • Hours worked per week • Duties and Responsibilities • Starting Pay • Ending Pay 	If you have not been keeping accurate records of your employment history, now is the time to start! Contact past employers to get correct employment dates and verify your salary history. You may even want to see if the Human Resources department of your current and former employers has your job description on file. This will help you write the duties and responsibilities section of your job application.

- Reason for Leaving

When stating your reason for leaving the company, make sure that it does not reflect negatively on you.

Examples of Acceptable Reasons:

- Promoted to a management position.
- Relocated to Hawaii .
- To go back to finish my college degree.
- Company closed down; laid off.
- Personal reasons. (Be prepared to explain this in an interview.)

Examples of Questionable Reasons:

- I was fired.
- I hated the boss.
- Pay was too low, so I quit and am now looking for a better job.
- I quit.

References

- Name of reference
- Occupation
- Address
- Phone number
- Email
- Years in acquaintance

Look within your current network of professionals who can attest to the quality of your work habits either in school or on the job. Click on the “references” link for more tips on choosing your references.