

Availability: What days and times can you work? (NOTE: "OPEN" MEANS ANYTIME ON JOB APPLICATIONS)

SUN	MON	TUES	WED	THUR	FRI	SAT
OPEN	4PM	4PM	4PM	4PM	4PM	OPEN
OPEN	9PM	9PM	9PM	9PM	OPEN	OPEN

References

(Examples: Past Supervisors, Coaches, Teachers, Career Counselors, Church Pastor, etc.)

Name of Person: <i>Vicky Luna</i>	Phone # <i>650-555-5555</i>	Business <i>Retail</i>	Relationship to you <i>Supervisor</i>
Name of Person: <i>Dale Cane</i>	Phone # <i>650-555-5555</i>	Business <i>Retail</i>	Relationship to you <i>Supervisor</i>
Name of Person: <i>Jill Australia</i>	Phone # <i>650-555-5555</i>	Business <i>Cosmetology</i>	Relationship to you <i>Supervisor</i>

TRANSPORTATION: CAR J BUS J OTHER LOWEST WAGE WILL ACCEPT OPEN

TYPE OF WORK SEEKING Administrative, Customer Service

(EXAMPLE: CHILDCARE, RETAIL, FAST FOOD, ETC. IF THERE'S NO PREFERENCE WRITE "OPEN")

DO YOU HAVE A CALIFORNIA DRIVERS LICENSE? NO HAVE YOU EVER BEEN CONVICTED OF A FELONY? NO

Education

School	Name & Address	Last Year Completed (circle)	Degree Received	Subjects / Major
High School	<i>South San Francisco High School</i>	1 2 3 ④	If not graduated yet, write <u>Still Attending</u> , OR <u>Graduated</u> (Month/Year)	If in high school, write <u>General Education</u>
	<i>400 B Street</i>			
	<i>South San Francisco, CA 94080</i>			
College	<i>Cañada Community College</i>	① 2 3 4	If not graduated yet, write <u>Still Attending</u> , OR <u>Graduated</u> (Month/Year)	Spanish, Speech Communication
	<i>4200 Farmhill Boulevard</i>			
	<i>Redwood City, CA 94061</i>			
Other (Training Classes)	<i>ROP (Regional Occupational Program)</i>	① 2 3 4	If you earned a certificate, write it here: <i>Certificate</i>	<i>Completion of MS Office</i>
	<i>271 - 92nd Street</i>			
	<i>Daly City, CA 94015</i>			

Additional Information to include on job applications:

Skills / Qualities

- | | | | | | |
|---|--------------------------------------|---|---|--|---------------------------------------|
| <input type="checkbox"/> Customer Service | <input type="checkbox"/> Team Player | <input type="checkbox"/> Child Care (babysitting) | <input type="checkbox"/> Stock/Inventory | <input type="checkbox"/> Hard-working | <input type="checkbox"/> Leadership |
| <input type="checkbox"/> Cash handling | <input type="checkbox"/> Organized | <input type="checkbox"/> Punctual | <input type="checkbox"/> Answer phones | <input type="checkbox"/> File documents | <input type="checkbox"/> Supervision |
| <input type="checkbox"/> Quick learner | <input type="checkbox"/> Bilingual | <input type="checkbox"/> Knowledgeable with office machines (fax, copy) | <input type="checkbox"/> Housekeeping/ cleaning | <input type="checkbox"/> Warehouse | |
| <input type="checkbox"/> Computer skills | <input type="checkbox"/> Tutor | <input type="checkbox"/> Data entry | <input type="checkbox"/> Landscape/Yard work | <input type="checkbox"/> Works well under pressure | <input type="checkbox"/> Flexible |
| <input type="checkbox"/> Takes initiative | <input type="checkbox"/> Sales | <input type="checkbox"/> Positive attitude | <input type="checkbox"/> Detail-oriented | <input type="checkbox"/> Follows direction well | <input type="checkbox"/> Self-starter |
| <input type="checkbox"/> Reliable | <input type="checkbox"/> Committed | <input type="checkbox"/> Dependable | <input type="checkbox"/> Mechanically inclined | <input type="checkbox"/> Responsible | <input type="checkbox"/> Independent |

Signature _____

Date _____