

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

SUN	MON	TUES	WED	THUR	FRI	SAT
OPEN	4 PM	N/A	5 PM	5 PM	4 PM	OPEN
OPEN	9 PM	N/A	8 PM	8 PM	7 PM	OPEN

## References

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

Name of Person: <i>Ms. Tiffany Dene</i>	Phone # <i>650-555-5555</i>	Business <i>Education</i>	Relationship to you <i>Teacher</i>
Name of Person: <i>Rita Myers</i>	Phone # <i>650-555-5555</i>	Business <i>Marketing</i>	Relationship to you <i>Supervisor</i>
Name of Person: <i>Dave Riley</i>	Phone # <i>650-555-5554</i>	Business <i>Education</i>	Relationship to you <i>Coach</i>

**TRANSPORTATION:** CAR ✓ BUS ✓ OTHER \_\_\_\_\_ LOWEST WAGE WILL ACCEPT OPEN

**TYPE OF WORK SEEKING** Cashier, Grocery Store,

(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 <u>4</u>	If not graduated yet, write <u>Still Attending, N/A</u> or <u>Graduated (Month/Year)</u>	If in high school, write <u>General Education</u>
	<i>400 B Street</i>			
	<i>South San Francisco, CA 94080</i>			
College	<i>N/A</i>	1   2   3   4		
Other (Training Classes)	<i>ROP (Regional Occupational Program)</i>	<u>1</u> 2   3   4	If you earned a certificate, write it here: <i>Certificate</i>	<i>Completion of MS Office</i>
	<i>271 - 92<sup>nd</sup> 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 \_\_\_\_\_