

YOUR EMPLOYMENT FACT SHEET

(MASTER APPLICATION)

PURPOSE

This form is not intended to be used as an actual employment application that is given to potential employers. This tool is where you list all your employment related information.

Your Employment Fact Sheet is a tool created to help you maintain a complete record of information you will need on an actual application. This form should be completed to the best of your ability. Be sure to check and recheck for accuracy. Make sure you spell every word correctly and that the addresses and dates are accurate. It will be much easier to complete a well-written application because you already have the information documented on **Your Employment Fact Sheet**.

SOME GOOD IDEAS

- ✓ Read the application all the way through before you begin filling it out. Many applications have instructions or comments you should pay attention to when completing.
- ✓ Copy your information from the master form. Take the time to make it look very neat and well organized. Answer all questions. Put in a dash mark or an N/A (Not Applicable) when the questions do not apply to you to show that you did not overlook it.
- ✓ Employment history may be verified before you are hired. When you are not sure about dates, titles, or salaries:
 - Use the internet to research the information
 - Call the employer directly
 - Send your former employers a stamped, self-addressed postcard requesting the information. Provide spaces so they can fill in the missing information.

Having this information will ensure your records agree with theirs. Also, this will show you as being well organized and one who pays attention to detail.

REMEMBER, ALL THAT IS LEFT OF YOU WHEN YOU LEAVE IS YOUR APPLICATION. HOW IT LOOKS REPRESENTS YOU.