

## RESUME PREPARATION FORM

### PERSONAL INFORMATION - PLEASE PRINT CLEARLY

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Apt. Number: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Social Security#: XXXXXXXXXX Date of Birth: \_\_\_\_\_

### JOB SKILLS (Please list any qualifications, Languages, Equipment, Machines and Tools you can operate):

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Why do you think you are a good worker:

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Position applying for (check all that apply):

Full-time  Part-time  Weekends  Nights  Holidays

Are you under 18 years old?  yes  no Can you provide proof of eligibility to work?  yes  no

Are you currently employed?  yes  no May we contact current employer?  yes  no

### EMPLOYMENT HISTORY (start with most recent) - Include any information from your native country

Company: \_\_\_\_\_ City/State: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Title: \_\_\_\_\_ Duties: \_\_\_\_\_

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Company: \_\_\_\_\_ City/State: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Title: \_\_\_\_\_ Duties: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Company: \_\_\_\_\_ City/State: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Title: \_\_\_\_\_ Duties: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**EDUCATION - Include any information from your native country**

**Yonkers Pathways to Success:**

Class Name: \_\_\_\_\_ Teacher: \_\_\_\_\_

Class Name: \_\_\_\_\_ Teacher: \_\_\_\_\_

**College/Vocational School:** \_\_\_\_\_

City: \_\_\_\_\_ Dates: \_\_\_\_\_ Degree: \_\_\_\_\_

**High School:** \_\_\_\_\_

City: \_\_\_\_\_ Dates: \_\_\_\_\_ Area(s) of Study: \_\_\_\_\_

**REFERENCES**

Name	Address	Phone
_____	_____	_____

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_____	_____	_____