

REGION Q
JOB SKILLS AND WORK HISTORY FORM (Youth)

Participant's Name _____

Please complete all sections and list your full work history.
Request additional pages if necessary.

Name of Company			Job Description (describe in detail)		
Address					
Employment Dates	Date Ended	Pay Rate			
/ /	to / /				
Reason for Leaving Job					
Name of Company			Job Description (describe in detail)		
Address					
Employment Dates	Date Ended	Pay Rate			
/ /	to / /				
Reason for Leaving Job					
Name of Company			Job Description (describe in detail)		
Address					
Employment Dates	Date Ended	Pay Rate			
/ /	to / /				
Reason for Leaving Job					

Applicant has never been employed and has no previous work history

I certify that the work history listed above is a true, accurate and complete list of my work history.

Participant Signature

Date

Do you have a current resume and cover letter? Yes No

If no, would you like assistance preparing one? Yes No

SUMMARY OF ADDITIONAL WORK HISTORY OR JOB SKILLS. Include such things as special licensing, certifications, safety training, tools used, equipment knowledge, computer experience, internet proficiency, email knowledge, software programs you have used at home or work, and any other skills that can be used in employment:

EDUCATION

HIGH SCHOOL

Highest Grade Completed: _____ Year: _____

School: _____

City: _____ State: _____

COLLEGES & UNIVERSITIES

Name of College: _____

City: _____ State: _____

Number of years attended: _____ Dates: _____

What Curriculum were you enrolled in? _____

Did you graduate _____ Degree: _____

FUTURE PLANS AND GOALS

List below your future educational and employment goals: _____

Work History Continued:

Name of Company			Job Description (describe in detail)		
Address					
Employment Dates	Date Ended	Pay Rate			
/ /	to / /				
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