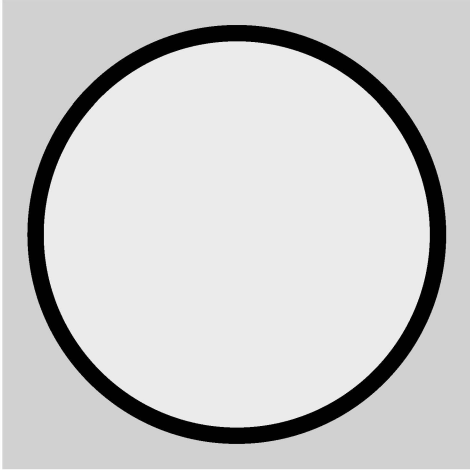


Job Application Passport



Record the personal information you need to complete most job applications.

Ohio | Department of
Job and Family Services

Ohio
MEANS
Jobs[®]
.com



Complete your Job Application Passport and take it with you on your job search. You will be better prepared to complete applications and answer questions during job interviews.

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J o b A p p l i c a t i o n P a s s p o r t

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Overview

Your job application introduces you to employers. Most employers believe an application tells a lot about the person who filled it out. If filled out incorrectly, it can create the impression that an applicant is careless or a poor worker.

Employers may not interview an applicant with an incomplete or messy application. By completing your Job Application Passport and taking it with you on your job search, you will be better prepared to complete applications and answer questions during job interviews.

Personal Information

Name _____

Address _____

City/State/Zip _____

Phone Numbers

List the phone number that employers can use to contact you.

Home () _____

Cell () _____

Other () _____

E-mail Address

E-mail _____

Other

Be sure you have your Social Security number* and driver's license or state identification card with you when job hunting.

*Employers may ask to see your Social Security card if they offer you a job. Always keep your card in a safe place. Carry it with you only when needed.



Education

Beyond more traditional types of education, you may wish to document continuing education courses, on-site training at previous jobs, certifications, special training seminars or vocational education courses.

Education

High School

Name _____

Address _____

City/State/Zip _____

Dates from _____ to _____

Highest grade completed _____

GED number _____

Vocational, Technical or Trade School

Name _____

Address _____

City/State/Zip _____

Dates from _____ to _____

Certificates received _____

Licences received _____

Number of years completed _____

Coursework _____

Education (continued)

Other Training

Name _____

Address _____

City/State/Zip _____

Dates from _____ to _____

Coursework _____

Other Training

Name _____

Address _____

City/State/Zip _____

Dates from _____ to _____

Coursework _____

Military Record

Veterans have training, work ethic and proven skills that add value to civilian employment.

Consider including skills and characteristics such as leadership, integrity, dependability and the ability to work as a team and under pressure.

Military Record

Branch_____

Date entered_____

Date discharged_____

Rank_____

Occupational specialties_____

Special training_____

Special skills_____

Work History

Starting with your most recent job and working backwards, document your work history. Include skills used to perform your job skills.

If additional space is needed, record the information on pages 19–20 or a separate sheet of paper.

Work History

1. Most Recent Employer

Name _____

Address _____

City/State/Zip _____

Telephone (_____) _____

Supervisor _____

Job title _____

Job duties/skills _____

Dates from _____ to _____

Starting wage _____ Ending wage _____

Reason for leaving _____

Work History (continued)

2. Previous Employer

Name _____

Address _____

City/State/Zip _____

Telephone (_____) _____

Supervisor _____

Job title _____

Job duties/skills _____

Dates from _____ to _____

Starting wage _____ Ending wage _____

Reason for leaving _____

Work History (continued)

3. Previous Employer

Name _____

Address _____

City/State/Zip _____

Telephone (_____) _____

Supervisor _____

Job title _____

Job duties/skills _____

Dates from _____ to _____

Starting wage _____ Ending wage _____

Reason for leaving _____

Work History (continued)

4. Previous Employer

Name _____

Address _____

City/State/Zip _____

Telephone (_____) _____

Supervisor _____

Job title _____

Job duties/skills _____

Dates from _____ to _____

Starting wage _____ Ending wage _____

Reason for leaving _____

Work History (continued)

5. Previous Employer

Name _____

Address _____

City/State/Zip _____

Telephone (_____) _____

Supervisor _____

Job title _____

Job duties/skills _____

Dates from _____ to _____

Starting wage _____ Ending wage _____

Reason for leaving _____

References

Where do you get references? From past employers, teachers and family friends. Most young job-seekers have a mix of professional and character references, while more experienced job seekers focus on professional references who can speak of their skills and accomplishments.

Pick your references carefully and ask if they are willing to be references for you before you list them. It is recommended that you have at least 3-5 professional and 1-2 personal references available.

References

1. Name _____

Title _____

Organization _____

Address _____

City/State/Zip _____

Telephone (_____) _____

E-mail _____

Other _____

2. Name _____

Title _____

Organization _____

Address _____

City/State/Zip _____

Telephone (_____) _____

E-mail _____

Other _____

References (continued)

3. Name

Title_____

Organization_____

Address_____

City/State/Zip_____

Telephone (_____)_____

E-mail_____

Other_____

4. Name

Title_____

Organization_____

Address_____

City/State/Zip_____

Telephone (_____)_____

E-mail_____

Other_____



**Let Ohio employers find you by posting
your résumé for free.**

Upload your résumé or build one online at OhioMeansJobs.com. Search electronic job postings, including those of Ohio employers, national commercial job boards and small industries. Search for jobs by location, job title, skill or company name.

<http://OhioMeansJobs.com>

Do you need assistance?

OhioMeansJobs (OMJ) Workforce centers are there to help. Find the OMJ Center nearest you!

<http://jfs.ohio.gov/owd/wioa/map.stm>

Ohio

Mike DeWine, Governor
State of Ohio

Matt Damschroder, Director
Ohio Department of Job and Family Services

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