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Rivers East WORKFORCE DEVELOPMENT BOARD



Job Skills and Work History Form

Participant Name: _____ State ID: _____

Work History

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

Company: _____

Job Description:

Employed: _____ to _____

Address: _____

Pay Rate: _____

Reason for Leaving: _____

Company: _____

Job Description:

Employed: _____ to _____

Address: _____

Pay Rate: _____

Reason for Leaving: _____

Company: _____

Job Description:

Employed: _____ to _____

Address: _____

Pay Rate: _____

Reason for Leaving: _____

Company: _____

Job Description:

Employed: _____ to _____

Address: _____

Pay Rate: _____

Reason for Leaving: _____

I have never been employed and have no previous work history.



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

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

Use the space below to list things such 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: _____

Colleges and Universities

College Name: _____ Number of Years Attended: _____

City: _____ State: _____ Dates Attended: _____ to _____

What curriculum were you enrolled in? _____

Did you graduate? Yes No Degree: _____

Future Plans and Goals

Use the space below to list your future educational and employment goals.

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

Participant Signature: _____ Date: _____

Staff Signature: _____ Date: _____



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Work History Continued

Company: _____

Job Description:

Employed: _____ to _____

Address: _____

Pay Rate: _____

Reason for Leaving: _____

Company: _____

Job Description:

Employed: _____ to _____

Address: _____

Pay Rate: _____

Reason for Leaving: _____

Company: _____

Job Description:

Employed: _____ to _____

Address: _____

Pay Rate: _____

Reason for Leaving: _____

Company: _____

Job Description:

Employed: _____ to _____

Address: _____

Pay Rate: _____

Reason for Leaving: _____

Company: _____

Job Description:

Employed: _____ to _____

Address: _____

Pay Rate: _____

Reason for Leaving: _____
