

## **CHAPTER 5**

### **PREPARING YOUR PERSONAL INVENTORY**

## PERSONAL INVENTORY

In order to successfully find employment, you should develop a personal inventory. The personal inventory is a record of all the “personal facts” you might need when filling out an application for employment. Such information should include:

- date and place of birth
- current and previous address information
- telephone number
- social security number
- name, address and phone number of a person to be notified in case of an emergency
- names and address of schools you attended and the dates of attendance
- grade point average you had at each school
- highest grade or level completed to date
- work experience including:
  - name, address and phone number of each employer
  - name and title of immediate supervisor
  - dates of employment
  - your job title while working for each employer
- names, address, phone numbers and job titles of those individuals you plan to use as references

(Remember, it is only proper to ask permission of those individuals to be used as a personal reference)

While the personal inventory is the basis from which you will build your resume, it is a far more complete record of facts and figures.

You should have your personal inventory typed or neatly written. Take it with you every time you go out looking for work. You never know when you will be asked to complete an application form.

The personal inventory is for your use and your use only. Make it as complete as possible.

**PERSONAL DATA WORKSHEET**

Whenever you fill out an application form or whenever you interview for a job, you are asked to respond to a large variety of personal and educational data as well as a thorough review of your work experience and military experience if applicable.

Current legislation prohibits employers from asking questions that might reflect a rigidity toward equal rights and affirmative action. However, it will be helpful to you to have this information at hand as you begin preparation of your job search.

Complete the following worksheet which will give you practice in completing a company application form.

**PERSONAL DATA**

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Telephone Number (\_\_\_\_ \_\_ \_\_) \_\_\_\_ \_\_ \_\_ - \_\_\_\_ \_\_ \_\_ \_\_

Place of Birth \_\_\_\_\_ U.S. Citizen? Yes \_\_\_\_ No \_\_\_\_

Social Security Number \_\_\_\_\_

Driver's License Number \_\_\_\_\_

Hobbies \_\_\_\_\_

\_\_\_\_\_

Organizations to which you belong \_\_\_\_\_

\_\_\_\_\_

Who should be notified in case of an emergency?

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Telephone Number (\_\_\_\_ \_\_ \_\_) \_\_\_\_ \_\_ \_\_ - \_\_\_\_ \_\_ \_\_ \_\_

Relationship to you \_\_\_\_\_

Who referred you for this job \_\_\_\_\_

Do you have any physical defects that preclude you from performing any work for which you are applying? Yes \_\_\_\_ No \_\_\_\_

**Personal Data Worksheet (cont.)**

**EDUCATIONAL DATA**

College/University attended:

Name of Institution \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Dates of Attendance \_\_\_\_\_ to \_\_\_\_\_

Date Graduated \_\_\_\_\_ Highest Grade Completed \_\_\_\_\_

Type of Degree \_\_\_\_\_

Major \_\_\_\_\_ Minor \_\_\_\_\_

Grade Point Average \_\_\_\_\_ Class Rank \_\_\_\_\_

Favorite Subjects \_\_\_\_\_

Extra-Curricular Activities \_\_\_\_\_

Honors, Awards, etc. \_\_\_\_\_

Name of Institution \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Dates of Attendance \_\_\_\_\_ to \_\_\_\_\_

Date Graduated \_\_\_\_\_ Highest Grade Completed \_\_\_\_\_

Type of Degree \_\_\_\_\_

Major \_\_\_\_\_ Minor \_\_\_\_\_

Grade Point Average \_\_\_\_\_ Class Rank \_\_\_\_\_

Favorite Subjects \_\_\_\_\_

Extra-Curricular Activities \_\_\_\_\_

Honors, Awards, etc. \_\_\_\_\_

**Personal Data Worksheet (cont.)**

**WORK EXPERIENCE (begin with the most recent job and work backwards)**

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Telephone Number ( \_\_\_ \_\_\_ \_\_\_ ) \_\_\_ \_\_\_ \_\_\_ - \_\_\_ \_\_\_ \_\_\_ \_\_\_

Name of Supervisor \_\_\_\_\_

Supervisor's Job Title \_\_\_\_\_

Dates of Employment \_\_\_\_\_ to \_\_\_\_\_

What was your job title \_\_\_\_\_

What were your job duties \_\_\_\_\_

\_\_\_\_\_

Reason for leaving \_\_\_\_\_

Salary you received \_\_\_\_\_

May we contact your employer for a reference check? Yes \_\_\_ No \_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Telephone Number ( \_\_\_ \_\_\_ \_\_\_ ) \_\_\_ \_\_\_ \_\_\_ - \_\_\_ \_\_\_ \_\_\_ \_\_\_

Name of Supervisor \_\_\_\_\_

Supervisor's Job Title \_\_\_\_\_

Dates of Employment \_\_\_\_\_ to \_\_\_\_\_

What was your job title \_\_\_\_\_

What were your job duties \_\_\_\_\_

\_\_\_\_\_

Reason for leaving \_\_\_\_\_

Salary you received \_\_\_\_\_

May we contact your employer for a reference check? Yes \_\_\_ No \_\_\_

**Personal Data Worksheet (cont.)**

**WORK EXPERIENCE**

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Telephone Number (\_\_\_\_ \_\_ \_\_) \_\_\_\_ \_\_ \_\_ - \_\_\_\_ \_\_ \_\_ \_\_\_\_

Name of Supervisor \_\_\_\_\_

Supervisor's Job Title \_\_\_\_\_

Dates of Employment \_\_\_\_\_ to \_\_\_\_\_

What was your job title \_\_\_\_\_

What were your job duties \_\_\_\_\_

\_\_\_\_\_

Reason for leaving \_\_\_\_\_

Salary you received \_\_\_\_\_

May we contact your employer for a reference check? Yes \_\_\_ No \_\_\_

**MILITARY EXPERIENCE**

Branch of Service \_\_\_\_\_

Service Dates \_\_\_\_\_ to \_\_\_\_\_

Job Title \_\_\_\_\_ Highest Rank Held \_\_\_\_\_

**REFERENCES** (Usually a teacher, employer and a personal friend whom you've known for at least a two-year period -- not a relative)

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Telephone Number (\_\_\_\_ \_\_ \_\_) \_\_\_\_ \_\_ \_\_ - \_\_\_\_ \_\_ \_\_ \_\_\_\_ Job Title \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Telephone Number (\_\_\_\_ \_\_ \_\_) \_\_\_\_ \_\_ \_\_ - \_\_\_\_ \_\_ \_\_ \_\_\_\_ Job Title \_\_\_\_\_