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NEWS RELEASE

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Preparing a Master Application or Personal Data Sheet An Ingredient for Job Search Success

Phoenix, Ariz. – Maricopa Workforce Connections urges all employable people to keep a Master Application or Personal Data Sheet ready to use in times of employment change. The main function of these documents is to remove guess work when completing an employment application.

Applications are legal, binding documents that answer questions employers frequently ask applicants. A master application or personal data sheet organizes all the information that will be required to fully complete virtually any application.

Not all applications ask for the same information, some ask for an emergency contact; most ask for three personal references but some ask for four; some want mailing addresses for elementary, junior high and high schools. You can be caught short when filling out applications at the personnel office if you try to rely strictly on your memory or your resume. Use the tips below to organize a personal data sheet to aid in completing your next in person or online application.

Personal information – state your driver’s license number and state of issue, home mailing addresses for the past 10 years. If you are currently employed, give your employer two weeks of notice in advance, write, “Two weeks from date of offer.”

Professional organization memberships – include names of organizations, dates of membership, as well as main addresses and phone numbers.

Criminal offenses – Note whether or not you’ve been convicted by civil/military courts. If the offense was a minor traffic offense, write “minor traffic offense” otherwise write, “will explain at interview.”

Military service – Keep your discharge papers with your data sheet in case an employer asks to see them. This section should include entry and discharge dates, type of discharge, special training and last rank held.

Work history – Names, addresses and phone numbers for current and past employers are included here. State supervisor’s names as well as start and end dates of employment. Prepare statements noting neutral reasons for leaving each. Include your job titles, as they will be found in human resource files, and a description of the work you did. If you have gaps of 90 days or more in your work history, prepare neutral statements noting the reasons.

Education and training – State full names and addresses of all schools attended including start and end dates. Note majors and minors achieved, the respective dates and grade point averages. This section should also include professional licenses and certifications.

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Additional skills – State fluent languages, software knowledge, technical, interpersonal and personal/transferable skills.

References – Secure at least four professional references, gain permission before using them as a reference. Indicate the individual's occupations and relationship to you.

Emergency contact information – Identify at least two people who should be contacted in case of an on-the-job emergency should arise: name, relationship and two phone numbers.

Before completing an application for a specific employer gather information about the open position: title, job duties, location, salary and how you heard about the opportunity. If an employee referred you, include his/her contact information. If you applied for other positions with the same company gather application dates, job titles, division or units of the position for reference.

Upon completion of your personal data sheet you will have gathered needed information to complete nearly any application. In addition, the information is now in one place to aid in the development of a stellar resume.

Learn more about more about master applications and personal data sheets by attending MWC's *Application* workshop. Visit www.maricopaworkforceconnection.com/careerseeker/workshopsched for a complete workshop schedule and to find a MWC Career Center near you. All workshops are provided free of charge to job seekers.