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| --- | --- |
| Name, First Name/ Last Name | Date you can start |
| Contact information | Working overtime |
| Position sought | Present/ Most recent employer |
| Available to start | Salary begin - end |
| Specialized training, trade school | Employed from - to |
| Highest proficiency | MO/YR = month/ year |
| Special skills | With or without accommodations |
| Tasks/ Responsibilities/Duties | Endorsements |
| Circle last grade completed (education background) | Eligible for employment in the U.S. |
| College/University | Position/title |
| Major course studied | Reason for leaving |
| Graduated or degree | Shifts (day shift, night shift) |
| Rotating shifts | Part time / Full time |
| Salary requirements, per hour/  per month | Permanent position |
| Veteran | Professional licenses, certifications |
| Typing speed | Former supervisor |
| In case of accident or illness, please contact | Relationship |