

**EDUCATION**

**25** Did you graduate from high school? *If you have a GED high school equivalency or will graduate within the next nine months, answer "YES".*

YES	▶ If "YES", give month and year graduated or received GED equivalency:.....
NO	▶ If "NO", give the highest grade you completed:.....

**26** Write the name and location (*city and state*) of the last high school you attended or where you obtained your GED high school equivalency.

**27** Have you ever attended college or graduate school? **YES** ▶ "YES", continue with 28. **NO** ▶ "NO", go to 31.

**28** NAME AND LOCATION (*city, state and ZIP Code*) OF COLLEGE OR UNIVERSITY. *If you expect to graduate within nine months, give the month and year you expect to receive your degree.*

Name	City	State	ZIP Code	MONTH AND YEAR ATTENDED		NUMBER OF CREDIT HOURS COMPLETED		TYPE OF DEGREE <i>(e.g. B.A., M.A.)</i>	MONTH AND YEAR OF DEGREE
				From	To	Semester	Quarter		
1)									
2)									
3)									

**29** CHIEF UNDERGRADUATE SUBJECTS  
*Show major on the first line*

**30** CHIEF GRADUATE SUBJECTS  
*Show major on the first line*

1)	2)	3)	NUMBER OF CREDIT HOURS COMPLETED		1)	2)	3)	NUMBER OF CREDIT HOURS COMPLETED	
			Semester	Quarter				Semester	Quarter

**31** If you have completed any other courses or training related to the kind of jobs you are applying for (*trade, vocational, Armed Forces, business*) give information below.

NAME AND LOCATION ( <i>city, state and ZIP Code</i> ) OF SCHOOL	MONTH AND YEAR ATTENDED		CLASS-ROOM HOURS	SUBJECT(S)	TRAINING COMPLETED	
	From	To			YES	NO
School Name 1) City State ZIP Code						
School Name 2) City State ZIP Code						

**SPECIAL SKILLS, ACCOMPLISHMENTS AND AWARDS**

**32** Give the title and year of any honors, awards or fellowships you have received. List your special qualifications, skills or accomplishments that may help you get a job. *Some examples are: skills with computers or other machines; most important publications (do not submit copies); public speaking and writing experience; membership in professional or scientific societies; patents or inventions; etc.*

**33** How many words per minute can you: TYPE? TAKE DICTATION?

**34** List job-related licenses or certificates that you have, such as: *registered nurse; lawyer; radio operator; driver's; pilot's; etc.*

LICENSE OR CERTIFICATE	DATE OF LATEST LICENSE OR CERTIFICATE	STATE OR OTHER LICENSING AGENCY
1)		
2)		

**35** Do you speak or read a language other than English (*include sign language*)? *Applicants for jobs that require a language other than English may be given an interview conducted solely in that language.* **YES** ▶ If "YES", list each language and place an "X" in each column that applies to you. **NO** ▶ If "NO", go to 36.

LANGUAGE(S)	CAN PREPARE AND GIVE LECTURES		CAN SPEAK AND UNDERSTAND		CAN TRANSLATE ARTICLES		CAN READ ARTICLES FOR OWN USE	
	Fluently	With Difficulty	Fluently	Passably	Into English	From English	Easily	With Difficulty
1)								
2)								

**REFERENCES**

**36** List three people who are not related to you and are not supervisors you listed under 24 who know your qualifications and fitness for the kind of job for which you are applying. At least one should know you well on a personal basis.

FULL NAME OF REFERENCE	TELEPHONE NUMBER(S) <i>(Include Area Code)</i>	PRESENT BUSINESS OR HOME ADDRESS <i>(Number, street and city)</i>	STATE	ZIP CODE
1)				
2)				
3)				