

# ACE MV Career Pathways Personal Data Worksheet

<b>Your contact information</b>	
Name Home Address Your primary phone number Your professional email address	
<b>Work history</b> Your employers: start with your current or most recent job and work back in time	
Organization name Organization address and phone number Supervisor's name Supervisor's phone number Your job title Date you started work Date you left the job Reason you left the job Brief description of your job duties	
Repeat for previous employment	
Repeat for previous employment	

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<b>Education</b>	
High school diploma? School name and location Honors? Attended college or training? Name of degree earned or program attended Name of institution or training program Any certifications or other special training? Relevant classes?	
<b>Volunteer activities</b> Your volunteer activities: start with your current or most volunteer experience and work back in time	
Volunteer role or title Dates of volunteer involvement Organization name and location Volunteer supervisor name and phone number	
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<b>Availability</b>	
Morning, Afternoon, Evening or Night Shift Hours per shift desired (part time/full time) Preferred start date Transportation/Distance you can travel	