Job Application Checklist

**Instructions**

**Prior to creating a NEOGOV account make sure you have the following information prepared. If you do not have all of the items, you can still create an account by skipping the step in the process. This list only covers required fields**

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| 1. ***Contact Details***
	* Mailing Address
	* Phone Number
	* Email address
	* Driver License (optional)
	* Employment preferences (optional)
 | 1. ***Work History (for each position)***
	* Name of Company
	* Physical address of Company
	* Title of position
	* Hours worked per week
	* Start and end date
	* Duties performed
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| 1. ***Education (for each school attended)***
	* Type of School
	* Name
	* Address
	* Degree awarded
 | 1. ***Certification and Licenses***
	* Type of Certification or License
	* Date issued
	* Expiration Date (month/year)
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| 1. ***Skills (for each skill)***
	* Type of Skill
	* Year and Months
 | 1. ***Supplemental Information***
	* Type of Supplemental Information
	* Description from Job Announcement
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