

# Career Portfolio Checklist

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# PERSONAL INFORMATION

(Type or print all information)

Name			
	Last	First	Middle
Present Address			
	Street or P.O. Box		Apt. #
	City	State	Zip
Telephone			
	Home	Work	
Previous Address			
	Street or P.O. Box		Apt. #
	City	State	Zip
Date & Place of Birth			
	Date of Birth	Place of Birth (City and State)	
Personal Numbers			
	Social Security Number	Driver's License Number	
	,	,	
	Health Insurance Company and Policy Number	Auto Insurance Company and Policy Number	
Other Information			

# EDUCATIONAL INFORMATION

(Type or print all information)

High School Attended	Complete Name of High School		
	Complete Street Address		
	City	State	Zip
			<input type="checkbox"/> Yes <input type="checkbox"/> No
	Years Attended	Year of Graduation	Diploma
	Specialized Training, Education Program or Post Secondary School(s) Attended		
	Complete Name of School/Agency		
Complete Street Address			
City	State	Zip	
Duration of Experience		Outcome/Degree/Certification	Graduation/Completion Date
Complete Name of School/Agency			
Complete Street Address			
City	State	Zip	
Duration of Experience		Outcome/Degree/Certification	Graduation/Completion Date
Complete Name of School/Agency			
Complete Street Address			
City	State	Zip	
Duration of Experience		Outcome/Degree/Certification	Graduation/Completion Date
Special Interests or Skills			

# EMPLOYMENT INFORMATION

(Type or print all information)

<b>Present Employer</b>	Complete Name of Company or Person
	Complete Street Address
	City
	State
	Zip
	to
	Telephone Number
	Dates of Employment (MM/DD/YY)
	Job Title
	Supervisor's Name and Title
Type of Work Performed:	
<b>Previous Employer # 1</b>	Complete Name of Company or Person
	Complete Street Address
	City
	State
	Zip
	to
	Telephone Number
	Dates of Employment (MM/DD/YY)
	Job Title
	Supervisor's Name and Title
Type of Work Performed:	
<b>Previous Employer #2</b>	Complete Name of Company or Person
	Complete Street Address
	City
	State
	Zip
	to
	Telephone Number
	Dates of Employment (MM/DD/YY)
	Job Title
	Supervisor's Name and Title
Type of Work Performed:	

# EMPLOYMENT INFORMATION

(Type or print all information)

Previous Employer # 3	Complete Name of Company or Person		
	Complete Street Address		
	City	State	Zip
	to		
	Telephone Number	Dates of Employment (MM/DD/YY)	
	Job Title	Supervisor's Name and Title	
	Type of Work Performed:		
Previous Employer # 4	Complete Name of Company or Person		
	Complete Street Address		
	City	State	Zip
	to		
	Telephone Number	Dates of Employment (MM/DD/YY)	
	Job Title	Supervisor's Name and Title	
	Type of Work Performed:		
Previous Employer #5	Complete Name of Company or Person		
	Complete Street Address		
	City	State	Zip
	to		
	Telephone Number	Dates of Employment (MM/DD/YY)	
	Job Title	Supervisor's Name and Title	
	Type of Work Performed:		

# REFERENCE INFORMATION

(Type or print all information)

Reference # 1			
	First Name	Middle Initial	Last Name
	Complete Street Address		
	City	State	Zip
Telephone Number		Relationship	
<hr/>			
Reference # 2			
	First Name	Middle Initial	Last Name
	Complete Street Address		
	City	State	Zip
Telephone Number		Relationship	
<hr/>			
Reference # 3			
	First Name	Middle Initial	Last Name
	Complete Street Address		
	City	State	Zip
Telephone Number		Relationship	
<hr/>			
Reference # 4			
	First Name	Middle Initial	Last Name
	Complete Street Address		
	City	State	Zip
Telephone Number		Relationship	

# High School Record

## Summary of Career & Technical Education Courses Taken

Credit # 1
Course Title:
Course Description:
Credit # 2
Course Title:
Course Description:
Credit # 3
Course Title:
Course Description:
Credit # 4
Course Title:
Course Description:

# High School Record

## Summary of Career & Technical Education Courses Taken

Credit # 5
Course Title:
Course Description:
Credit # 6
Course Title:
Course Description:
Credit # 7
Course Title:
Course Description:
Credit # 8
Course Title:
Course Description:

# High School Record

## Extracurricular Participation

Year:
Activity. Community Participation, Honors, ...

Year:
Activity. Community Participation, Honors, ...

Year:
Activity. Community Participation, Honors, ...

Year:
Activity. Community Participation, Honors, ...

# Community Activity Record

## Community Participation

Year:
Activity. Community Participation, Honors, ...

Year:
Activity. Community Participation, Honors, ...

Year:
Activity. Community Participation, Honors, ...

Year:
Activity. Community Participation, Honors, ...

# Career Preparation Record

## School Based Career Training Experience

Dates of Experience:	Job/Career Field:
Number of Hours Worked:	Name of Supervisor:
Location:	
Job Duties:	
Dates of Experience:	Job/Career Field:
Number of Hours Worked:	Name of Supervisor:
Location:	
Job Duties:	
Dates of Experience:	Job/Career Field:
Number of Hours Worked:	Name of Supervisor:
Location:	
Job Duties:	

# Career Preparation Record

## School Based Career Training Experience

Dates of Experience:	Job/Career Field:
Number of Hours Worked:	Name of Supervisor:
Location:	
Job Duties:	
Dates of Experience:	Job/Career Field:
Number of Hours Worked:	Name of Supervisor:
Location:	
Job Duties:	
Dates of Experience:	Job/Career Field:
Number of Hours Worked:	Name of Supervisor:
Location:	
Job Duties:	

# Career Preparation Record

## Community Based Career Training Experience

Dates of Experience:	Job/Career Field:
Number of Hours Worked:	Name of Supervisor:
Name of Business:	Location:

Job Duties:

Dates of Experience:	Job/Career Field:
Number of Hours Worked:	Name of Supervisor:
Name of Business:	Location:

Job Duties:

Dates of Experience:	Job/Career Field:
Number of Hours Worked:	Name of Supervisor:
Name of Business:	Location:

Job Duties:

# Career Preparation Record

## Community Based Career Training Experience

Dates of Experience:	Job/Career Field:
Number of Hours Worked:	Name of Supervisor:
Name of Business:	Location:

Job Duties:

Dates of Experience:	Job/Career Field:
Number of Hours Worked:	Name of Supervisor:
Name of Business:	Location:

Job Duties:

Dates of Experience:	Job/Career Field:
Number of Hours Worked:	Name of Supervisor:
Name of Business:	Location:

Job Duties:

# Career Preparation Record

## Competitive Employment Experience

Business:	Career Field:
Address:	Start Date:
City/St/Zip:	End Date:
Phone:	Total Employment Time:
Supervisor:	Hourly Rate:

Job Responsibilities:

  
  
  
  
  
  
  
  
  
  

Business:	Career Field:
Address:	Start Date:
City/St/Zip:	End Date:
Phone:	Total Employment Time:
Supervisor:	Hourly Rate:

Job Responsibilities:

  
  
  
  
  
  
  
  
  
  

Business:	Career Field:
Address:	Start Date:
City/St/Zip:	End Date:
Phone:	Total Employment Time:
Supervisor:	Hourly Rate:

Job Duties:

# Career Preparation Record

## Competitive Employment Experience

Business:	Career Field:
Address:	Start Date:
City/St/Zip:	End Date:
Phone:	Total Employment Time:
Supervisor:	Hourly Rate:

Job Responsibilities:



Business:	Career Field:
Address:	Start Date:
City/St/Zip:	End Date:
Phone:	Total Employment Time:
Supervisor:	Hourly Rate:

Job Responsibilities:



Business:	Career Field:
Address:	Start Date:
City/St/Zip:	End Date:
Phone:	Total Employment Time:
Supervisor:	Hourly Rate:

Job Duties:

# Work Evaluation Summaries

## School Based Work Training Experiences

(Include samples of actual evaluation forms and time cards as documentation for community based work training experiences.)

Areas of Evaluation – School Based Training for school year _____, grading period _____. Job _____				
<b>Average scores in each area</b>	<b>Quality of Work</b>	<b>Attitude/Cooperation</b>	<b>Teamwork</b>	<b>Productivity</b>
Hours Completed This Evaluation:	Nature of Work Performed:			
Areas of Evaluation – School Based Training for school year _____, grading period _____. Job _____				
<b>Average scores in each area</b>	<b>Quality of Work</b>	<b>Attitude/Cooperation</b>	<b>Teamwork</b>	<b>Productivity</b>
Hours Completed this Evaluation:	Nature of Work Performed:			
Areas of Evaluation – School Based Training for school year _____, grading period _____. Job _____				
<b>Average scores in each area</b>	<b>Quality of Work</b>	<b>Attitude/Cooperation</b>	<b>Teamwork</b>	<b>Productivity</b>
Hours Completed this Evaluation:	Nature of Work Performed:			
Areas of Evaluation – School Based Training for school year _____, grading period _____. Job _____				
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Hours Completed this Evaluation:	Nature of Work Performed:			

# Work Evaluation Summaries

## School Based Work Training Experiences

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Areas of Evaluation – School Based Training for school year _____, grading period _____. Job _____				
<b>Average scores in each area</b>	<b>Quality of Work</b>	<b>Attitude/Cooperation</b>	<b>Teamwork</b>	<b>Productivity</b>
Hours Completed this Evaluation:	Nature of Work Performed:			
Areas of Evaluation – School Based Training for school year _____, grading period _____. Job _____				
<b>Average scores in each area</b>	<b>Quality of Work</b>	<b>Attitude/Cooperation</b>	<b>Teamwork</b>	<b>Productivity</b>
Hours Completed this Evaluation:	Nature of Work Performed:			

# Work Evaluation Summaries

## Community Based Work Training Experiences

(Include samples of actual evaluation forms and time cards as documentation for community based work training experiences.)

Areas of Evaluation – Community Based Training for school year _____, grading period _____. Employer: _____				
<b>Average scores in each area</b>	<b>Quality of Work</b>	<b>Attitude/Cooperation</b>	<b>Teamwork</b>	<b>Productivity</b>
Hours Completed this Evaluation:	Nature of Work Performed:			
Areas of Evaluation – Community Based Training for school year _____, grading period _____. Employer: _____				
<b>Average scores in each area</b>	<b>Quality of Work</b>	<b>Attitude/Cooperation</b>	<b>Teamwork</b>	<b>Productivity</b>
Hours Completed this Evaluation:	Nature of Work Performed:			
Areas of Evaluation – Community Based Training for school year _____, grading period _____. Employer: _____				
<b>Average scores in each area</b>	<b>Quality of Work</b>	<b>Attitude/Cooperation</b>	<b>Teamwork</b>	<b>Productivity</b>
Hours Completed this Evaluation:	Nature of Work Performed:			
Areas of Evaluation – Community Based Training for school year _____, grading period _____. Employer: _____				
<b>Average scores in each area</b>	<b>Quality of Work</b>	<b>Attitude/Cooperation</b>	<b>Teamwork</b>	<b>Productivity</b>
Hours Completed this Evaluation:	Nature of Work Performed:			

# Work Evaluation Summaries

## Community Based Work Training Experiences

(Include samples of actual evaluation forms and time cards as documentation for community based work training experiences.)

Areas of Evaluation – Community Based Training for school year _____, grading period _____. Employer: _____				
<b>Average scores in each area</b>	<b>Quality of Work</b>	<b>Attitude/Cooperation</b>	<b>Teamwork</b>	<b>Productivity</b>
Hours Completed this Evaluation:	Nature of Work Performed:			
Areas of Evaluation – Community Based Training for school year _____, grading period _____. Employer: _____				
<b>Average scores in each area</b>	<b>Quality of Work</b>	<b>Attitude/Cooperation</b>	<b>Teamwork</b>	<b>Productivity</b>
Hours Completed this Evaluation:	Nature of Work Performed:			
Areas of Evaluation – Community Based Training for school year _____, grading period _____. Employer: _____				
<b>Average scores in each area</b>	<b>Quality of Work</b>	<b>Attitude/Cooperation</b>	<b>Teamwork</b>	<b>Productivity</b>
Hours Completed this Evaluation:	Nature of Work Performed:			
Areas of Evaluation – Community Based Training for school year _____, grading period _____. Employer: _____				
<b>Average scores in each area</b>	<b>Quality of Work</b>	<b>Attitude/Cooperation</b>	<b>Teamwork</b>	<b>Productivity</b>
Hours Completed this Evaluation:	Nature of Work Performed:			

# Work Evaluation Summaries

## Paid Employment

(Include samples of actual evaluation forms and time cards as documentation for paid employment)

Areas of Evaluation – Community Based Training for school year _____, grading period _____. Employer: _____				
<b>Average scores in each area</b>	<b>Quality of Work</b>	<b>Attitude/Cooperation</b>	<b>Teamwork</b>	<b>Productivity</b>
Hours Completed this Evaluation:	Nature of Work Performed:			
Areas of Evaluation – Community Based Training for school year _____, grading period _____. Employer: _____				
<b>Average scores in each area</b>	<b>Quality of Work</b>	<b>Attitude/Cooperation</b>	<b>Teamwork</b>	<b>Productivity</b>
Hours Completed this Evaluation:	Nature of Work Performed:			
Areas of Evaluation – Community Based Training for school year _____, grading period _____. Employer: _____				
<b>Average scores in each area</b>	<b>Quality of Work</b>	<b>Attitude/Cooperation</b>	<b>Teamwork</b>	<b>Productivity</b>
Hours Completed this Evaluation:	Nature of Work Performed:			
Areas of Evaluation – Community Based Training for school year _____, grading period _____. Employer: _____				
<b>Average scores in each area</b>	<b>Quality of Work</b>	<b>Attitude/Cooperation</b>	<b>Teamwork</b>	<b>Productivity</b>
Hours Completed this Evaluation:	Nature of Work Performed:			

# Work Evaluation Summaries

## Paid Employment

(Include samples of actual evaluation forms and time cards as documentation for paid employment)

Areas of Evaluation – Community Based Training for school year _____, grading period _____. Employer: _____				
<b>Average scores in each area</b>	<b>Quality of Work</b>	<b>Attitude/Cooperation</b>	<b>Teamwork</b>	<b>Productivity</b>
Hours Completed this Evaluation:	Nature of Work Performed:			
Areas of Evaluation – Community Based Training for school year _____, grading period _____. Employer: _____				
<b>Average scores in each area</b>	<b>Quality of Work</b>	<b>Attitude/Cooperation</b>	<b>Teamwork</b>	<b>Productivity</b>
Hours Completed this Evaluation:	Nature of Work Performed:			
Areas of Evaluation – Community Based Training for school year _____, grading period _____. Employer: _____				
<b>Average scores in each area</b>	<b>Quality of Work</b>	<b>Attitude/Cooperation</b>	<b>Teamwork</b>	<b>Productivity</b>
Hours Completed this Evaluation:	Nature of Work Performed:			
Areas of Evaluation – Community Based Training for school year _____, grading period _____. Employer: _____				
<b>Average scores in each area</b>	<b>Quality of Work</b>	<b>Attitude/Cooperation</b>	<b>Teamwork</b>	<b>Productivity</b>
Hours Completed this Evaluation:	Nature of Work Performed:			

# **Personal Documents**

## **Confidential Information**

Copy of  
Social Security Card

Copy of  
Driver's License  
Or  
Personal ID Card

Copy of  
Insurance/Medicaid Card

Copy of  
Birth Certificate

# FINANCIAL INFORMATION

## Confidential Information

Bank Information	Complete Name of Bank/Branch		
	Complete Street Address		
	City	State	Zip
	<input type="checkbox"/> Checking Account	<input type="checkbox"/> Saving Account	<input type="checkbox"/> Auto Loan
	<input type="checkbox"/> Other Accounts/Loans		
Credit Card Information	Name of Credit Card		Account Number
	Address		Balance
	City – State – Zip		Monthly Payments
	Name of Credit Card		Account Number
	Address		Balance
Credit Card Information	City – State – Zip		Monthly Payments
	Name of Credit Card		Account Number
	Address		Balance
	City – State – Zip		Monthly Payments
	Name of Credit Card		Account Number
Other Financial Information	Annual Income	Hourly Rate	Monthly Net Salary
	Monthly Rent/Mortgage Payment		Monthly Utility Payments
	Monthly Insurance Payments		Monthly Car Payment
	Other Financial Information :		

# MEDICAL INFORMATION

**Confidential**

In Case of Emergency Notify:			
	First Name	Middle Initial	Last Name
	Complete Street Address		
	City	State	Zip
	Telephone Number		Relationship
	<hr/>		
Doctor's Name			
	First Name	Middle Initial	Last Name
	Address		
	City	State	Zip
	Telephone Number		Type of Doctor
	<hr/>		
Other Health Related Information			
	Name of Preferred Hospital		
	Complete Street Address		
	City	State	Zip
	Telephone Number		Blood Type
	Name of Insurance provider		Policy number
	Known Allergies:		
	Serious Medical Condition(s):		
	Rx meds taken: Dosage: Times:	Rx meds taken: Dosage: Times:	
	Over the Counter Medication:		

# VOCATIONAL ASSESSMENTS

Date:	Name of Interest Inventory:		
Areas of High Interest:			
Areas of Low Interest:			
Jobs Related to High Interest Areas:			
Date:		Name of Aptitude Assessment:	
Areas of High Aptitude:			
Areas of Low Aptitude:			
Jobs Related to High Aptitude Areas:			
Interest/Aptitude Career Matches:			

# CAREER EXPLORATION

Date:	Career:	Salary Range:
Work Duties/Tasks Summary:		
Working Conditions Summary:		
Educational/Training Requirements:		
Job Outlook Summary:		
I <input type="checkbox"/> like/ <input type="checkbox"/> dislike this career because:		
Local Employer(s) & Location:		
Date:	Career:	Salary Range:
Work Duties/Tasks Summary:		
Working Conditions Summary:		
Educational/Training Requirements:		
Job Outlook Summary:		
I <input type="checkbox"/> like/ <input type="checkbox"/> dislike this career because:		
Local Employer(s) & Location:		

# CAREER EXPLORATION

Date:	Career:	Salary Range:
Work Duties/Tasks Summary:		
Working Conditions Summary:		
Educational/Training Requirements:		
Job Outlook Summary:		
I <input type="checkbox"/> like/ <input type="checkbox"/> dislike this career because:		
Local Employer(s) & Location:		
Date:	Career:	Salary Range:
Work Duties/Tasks Summary:		
Working Conditions Summary:		
Educational/Training Requirements:		
Job Outlook Summary:		
I <input type="checkbox"/> like/ <input type="checkbox"/> dislike this career because:		
Local Employer(s) & Location:		