

5. **Education:** You may respond to this section on a separate sheet of paper (on each sheet write your name and job title for which you are applying) if relevant blocks are completed and the same format is followed.

High School Name & Address: _____

Received Diploma or Equivalency Certificate: Yes No
 If "No" enter highest grade completed: _____

College, University, Other Schools & Training Courses Name & Location	Dates Attended	Degree/Certificate Received	Degree/Certificate Date	Major/Minor Field	Credits Earned- Indicate Quarter or Semester Credits

6. List Current Professional Licenses, Registration, or Certifications (accounting, CPA, engineering, etc.)

Licensing Agency: Name & Location	Type of License	Endorsement/Restriction If Applicable	Date Licensed

7. List other skills, education, experience, and abilities below. You may also include a list of equipment that you know how to use. (ie: computer equipment & software, copiers, etc.) (If you need more space, continue on an attached sheet of paper).

8. **Experience:** List your work and/or volunteer experience with emphasis on experience that is relevant to the position for which you are applying. Begin with your present or most recent experience. Include military service that would help you qualify. You may continue this section on a separate sheet of paper if all the same format is followed. Include your name and job title for which you are applying on each sheet.

This information must be completed even if a resume is submitted

Notice to applicants: Information that you provide on this application is subject to verification. Previous employers may be contacted as references.

Do you want to be informed before we contact your present employer? Yes No

Name & Complete Address of Employer:

Your Job Title: _____ Type of Business: _____

Dates Employed _____ to _____ Phone Number: _____

Immediate Supervisor: _____ Average Hours Per Week: _____

Full Time Part Time Per Diem Seasonal Volunteer

Describe your duties including your knowledge, skills, abilities required, employees supervised, and your accomplishments:

Reason for Leaving: _____

Experience Continued:

Name & Complete Address of Employer:

Your Job Title: _____ Type of Business: _____

Dates Employed _____ to _____ Phone Number: _____

Immediate Supervisor: _____ Average Hours Per Week: _____

Full Time Part Time Per Diem Seasonal Volunteer

Describe your duties including your knowledge, skills, abilities required, employees supervised, and your accomplishments:

Reason for Leaving: _____

Experience Continued:

Name & Complete Address of Employer:

Your Job Title: _____ Type of Business: _____

Dates Employed _____ to _____ Phone Number: _____

Immediate Supervisor: _____ Average Hours Per Week: _____

Full Time Part Time Per Diem Seasonal Volunteer

Describe your duties including your knowledge, skills, abilities required, employees supervised, and your accomplishments:

Reason for Leaving: _____

9. References: List complete name, address, and phone number of three persons not related to you, whom you have known for at least one year.

Name: _____

Address: _____

Phone Number: _____

Name: _____

Address: _____

Phone Number: _____

Name: _____

Address: _____

Phone Number: _____

*****READ CAREFULLY*****

Do Not Write On This Page

Please make sure all required information is included (see job vacancy announcement)

1. Did you sign and date application?
2. Have you read the job announcement to see where to submit our application and the closing date for submissions?
3. Have you checked the appropriate items in Section 4 to indicate what attachments you have included?
4. Did you indicate the specific Position Title and Department in Section 2?
5. Did you include complete address and phone number for each employer listed in Section 8?
6. If you are claiming Veterans Employment preference or Persons with Disabilities Employment Preference, have you completed and attached the Employment Preference Form and Documentation?
7. Did you include complete address and phone number for each reference listed in Section 9?