

EDUCATION AND FORMAL TRAINING

Do you have a high school diploma or a GED Certificate? Yes No

List enough education to meet the requirements specified in the recruiting announcement.

NAME AND LOCATION	MAJOR COURSE OF STUDY	DATES ATTENDED	CREDITS EARNED			FULL OR PART TIME	GRADUATED Yes/No	DEGREE EARNED AND YEAR
			Qtr hrs	Sem hrs	Other			

WORK EXPERIENCE

List your current or most recent employer first, then list all your jobs for the last 10 years (including volunteer, if desired). You may wish to include qualifying experience gained more than 10 years ago if it helps you to meet the requirements shown in the recruiting announcement. **Resumes will not substitute for completing the WORK EXPERIENCE section.** If you need more space to describe duties, you may attach additional sheets. If you are describing additional jobs, provide information in the same format as below.

Current or Last Employer		Kind of Business	
Address (Including City & State)			
Supervisor's Name and Telephone		Your Job Title	
If you supervised employees, indicate your responsibility by checking the appropriate box(es):		Hired or recommended hiring Rated work performance	Assigned and reviewed work Handled disciplinary problems
Indicate number of employees and job types supervised:			
		TOTAL TIME Years _____ Months _____	
		FROM Month _____ Year _____	
AVERAGE HOURS WORKED PER WEEK: _____		TO Month _____ Year _____	
DUTIES: (Be specific): Resumes will not substitute for completing the WORK EXPERIENCE section			
Reason for Leaving			

Employer		Kind of Business	
Address (Including City & State)			
Supervisor's Name and Telephone		Your Job Title	
If you supervised employees, indicate your responsibility by checking the appropriate box(es):		Hired or recommended hiring Rated work performance	Assigned and reviewed work Handled disciplinary problems
Indicate number of employees and job types supervised:			
		TOTAL TIME Years _____ Months _____	
		FROM Month _____ Year _____	
AVERAGE HOURS WORKED PER WEEK: _____		TO Month _____ Year _____	
DUTIES: (Be specific): Resumes will not substitute for completing the WORK EXPERIENCE section			
Reason for Leaving			

Employer	Kind of Business	
Address (Including City & State)		
Supervisor's Name and Telephone	Your Job Title	
If you supervised employees, indicate your responsibility by checking the appropriate box(es):	<input type="checkbox"/> Hired or recommended hiring <input type="checkbox"/> Rated work performance	<input type="checkbox"/> Assigned and reviewed work <input type="checkbox"/> Handled disciplinary problems
Indicate number of employees and job types supervised:		
TOTAL TIME Years _____ Months _____		
FROM Month _____ Year _____		
TO Month _____ Year _____		
AVERAGE HOURS WORKED PER WEEK: _____		
DUTIES: (Be specific):		
Reason for Leaving		

Employer	Kind of Business	
Address (Including City & State)		
Supervisor's Name and Telephone	Your Job Title	
If you supervised employees, indicate your responsibility by checking the appropriate box(es):	<input type="checkbox"/> Hired or recommended hiring <input type="checkbox"/> Rated work performance	<input type="checkbox"/> Assigned and reviewed work <input type="checkbox"/> Handled disciplinary problems
Indicate number of employees and job types supervised:		
TOTAL TIME Years _____ Months _____		
FROM Month _____ Year _____		
TO Month _____ Year _____		
AVERAGE HOURS WORKED PER WEEK: _____		
DUTIES: (Be specific):		
Reason for Leaving		

Employer	Kind of Business	
Address (Including City & State)		
Supervisor's Name and Telephone	Your Job Title	
If you supervised employees, indicate your responsibility by checking the appropriate box(es):	<input type="checkbox"/> Hired or recommended hiring <input type="checkbox"/> Rated work performance	<input type="checkbox"/> Assigned and reviewed work <input type="checkbox"/> Handled disciplinary problems
Indicate number of employees and job types supervised:		
TOTAL TIME Years _____ Months _____		
FROM Month _____ Year _____		
TO Month _____ Year _____		
AVERAGE HOURS WORKED PER WEEK: _____		
DUTIES: (Be specific):		
Reason for Leaving		

