

7. **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 the 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 _____ / _____

Immediate Supervisor(s) _____ Phone No. _____
Avg. Hrs. Per Week _____ Total Time Employed _____

Full-time Part-time Volunteer

Yrs/Mo

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

Reason for Leaving: _____

Name & Complete Address of Employer

Your Job Title _____

Type of Business _____ Dates Employed _____ / _____ to _____ / _____

Immediate Supervisor(s) _____ Phone No. _____
Avg. Hrs. Per Week _____ Total Time Employed _____

Full-time Part-time Volunteer

Yrs/Mo

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

Reason for Leaving: _____

7. EXPERIENCE *Continued..*

Name & Complete Address of Employer

Your Job Title _____

Type of Business _____ Dates Employed ____ / ____ to ____ / ____

Immediate Supervisor(s) _____ Phone No. _____
Avg. Hrs. Per Week _____ Total Time Employed _____

Yrs/Mo

Full-time Part-time Volunteer

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

Reason for Leaving: _____

Name & Complete Address of Employer

Your Job Title _____

Type of Business _____ Dates Employed ____ / ____ to ____ / ____

Immediate Supervisor(s) _____ Phone No. _____
Avg. Hrs. Per Week _____ Total Time Employed _____

Yrs/Mo

Full-time Part-time Volunteer

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

Reason for Leaving: _____

--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 your application?
2. Have you read the job announcement to see what attachments must be submitted?
3. Have you checked boxes in Section 3 to indicate what attachments you have included?
4. Did you indicate the specific Position Title and Position Number in Section 2?
5. Did you include a complete address for each employer listed in Section 7?
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 attach all the application materials required by the vacancy announcement?