

EDUCATION								
	NAME AND ADDRESS OF SCHOOL	COURSE STUDY DEGREE: MAJOR FIELD	LAST YEAR COMPLETED				GRADUATED	
HIGH SCHOOL			1 —	2 —	3 —	4 —	— Yes	— No
COLLEGE/ UNIVERSITY			1 —	2 —	3 —	4 —	— Yes	— No
TECHNICAL COLLEGE			1 —	2 —			— Yes	— No
OTHER (Specify)			1 —	2 —	3 —	4 —	— Yes	— No

MILITARY		
Branch of Service	Date Entered	Date of Discharge
Are you are member of any Military Reserve Unit? ___ Yes ___ No		Date:
If Yes, give name:		From: To:
Service School or Special Experience:		

SECRETARIAL AND CLERICAL			
(Check all that apply)			
Typing: wpm	___ MS Word	___ Calculator	___ Transcription
Shorthand: wpm	___ Excel	___ Publisher	
List any other computer software programs you are experienced with.			

OTHER QUALIFICATIONS
List any special skills and qualifications acquired from employment or other experience.

PROFESSIONAL LICENSES & CERTIFICATIONS			
Type	License / Certif. Number	State Issued	Expiration Date
Are there any restrictions on your license? If "yes" explain.			___ Yes ___ No
Is your license now, or has it ever been, under investigation or encumbered? If "yes" explain.			___ Yes ___ No

Employment Experience

Are you currently employed?	Yes	No
May we contact your current employer?	Yes	No

Please list your work experience beginning with your **CURRENT OR MOST RECENT JOB** held. Include any job-related military service assignments and volunteer activities. *You may exclude organizations, which would reveal race, color, religion, gender, national origin, disability, or other protected status.*

Job Title		Dates (mo/yr)		Work Performed:
Employer		From	To	
Address				
		Hourly Rate / Salary		
Phone #		Start	Final	
Supervisor				
If employed under another name, please provide name:				
Reason for leaving:				
Job Title		Dates (mo/yr)		Work Performed:
Employer		From	To	
Address				
		Hourly Rate / Salary		
Phone #		Start	Final	
Supervisor				
If employed under another name, please provide name:				
Reason for leaving:				
Job Title		Dates (mo/yr)		Work Performed:
Employer		From	To	
Address				
		Hourly Rate / Salary		
Phone #		Start	Final	
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Job Title		Dates (mo/yr)		Work Performed:
Employer		From	To	
Address				
		Hourly Rate / Salary		
Phone #		Start	Final	
Supervisor				
If employed under another name, please provide name:				
Reason for leaving:				

This application for employment shall be considered active for 90 days and will be retained for one year. Any applicant wishing to be considered for employment beyond this time period should notify Human Resources at 365-8704.