





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 \_\_\_\_\_ Yrs/Mo \_\_\_\_\_  Full-Time  Part-Time  Volunteer

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

(EXPERIENCE - continued from item 7...)

***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, and 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, and 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?