

Employment Experience

Start with your present or last job including any military service assignments and complete all the information below. Give dates and reasons, excluding disabilities, for time not accounted for in your employment history as listed. If you need additional space, please continue on a separate sheet of paper.

Employer		Dates Employed		Your Job Title & Major Duties	
Address					
City		State		Hourly Rate/Salary	
Telephone Number		Your Supervisor		Reason for Leaving	

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Special Skills and Qualifications: Summarize special job-related skills & qualifications acquired from employment, military, or other experience.

Education

	High School or GED	Undergraduate College/University	Graduate/Professional
School Name and Location			
Years Completed	(9) (10) (11) (12)	(1) (2) (3) (4)	(1) (2) (3) (4)
Diploma/Degree			
Describe Course of Study			
Describe any specialized training, apprenticeship, skills and extra-curricular activities.			
Describe any honors you've received			

List any professional, trade, business, or civic activities and offices held.
 You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, disability or political affiliation, or other protected status.

References

List three references who are neither related to you nor a former employer.

Name	Address (City, State, ZIP)	Telephone Number	Years Known

Applicants Statement

I certify that answers given in this application are true and complete to the best of my knowledge. I authorize complete background investigation, including but not limited to all statements contained in this application for employment as may be necessary in arriving at an employment decision. If I am employed by the City based on this application, I understand that false or misleading information given in my application or interview(s) may result in discharge.

Signature of Applicant

Date