

**IMPORTANT:** The information you provide will determine whether you meet minimum qualifications. If a training and experience evaluation is part of the examination, the information may affect your grade. All information is subject to verification.

11. EDUCATION AND SPECIAL TRAINING: *Attach copies of diplomas, certificates or transcripts, licenses, registrations* required for this position or documents you feel are applicable. Refer to recruitment announcement for requirements.

CIRCLE HIGHEST SCHOOL GRADE COMPLETED    1    2    3    4    5    6    7    8    9    10    11    12    13    14    15    16+

Name & Location of Last Grade School or High School Attended	GED: _____ MO    YR	From: _____ MO    YR	To: _____ MO    YR
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**BUSINESS, TRADE, ARMED FORCES, COLLEGE OR UNIVERSITY AND GRADUATE OR PROFESSIONAL SCHOOLS**

NAME OF SCHOOL	ADDRESS (CITY, STATE)	Date Attended			Total Credit Hours Completed	Major Course of Study	Graduated		Type of Degree or Cert.
		From	To	Yr			Mo	Yr	

**LICENSE:** List any current licenses, registrations, or certificates that you possess which are pertinent to this job. *Must be valid at time of application.*

TITLE DATE	REGISTRATION NO.	DATE FIRST ISSUED	EXPIRATION

Driver's License No.	Type	Exp. Date

12. EXPERIENCE: **Complete this section even if attaching resume.** Begin with your present job. *To receive full credit, describe in detail all work you have done which qualifies you for the examination you are applying for.* Include volunteer and military experience. For volunteer and part-time experience, note average hours worked per week. If you held several jobs with the same organization, list them separately. This information may be verified with former employers. If more space is needed, fill out a blank sheet using the same format and attach it to this form.

DO NOT USE THIS SPACE

P r e s e n t o r L a s t P o s i t i o n	Employer _____ No. & Titles of employees you supervised: _____ Address _____ Name & Title of immediate Supervisor _____ <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:30%; vertical-align: top;">Your title _____</td> <td style="width:70%; vertical-align: top;">Duties _____</td> </tr> </table>	Your title _____	Duties _____	From Mo Yr To Mo Yr Total Yr Mo Full time <input type="checkbox"/> Part-time <input type="checkbox"/> Av. hrs. per week _____ Salary _____ (first last) Reason for leaving _____
Your title _____	Duties _____			

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