



**SECTION 3 – WORK HISTORY**

- If all requested information is included on an attached resume, you do not need to complete this section.
- Begin with your current or most recent position and work backwards; attach additional pages if necessary.
- Include all paid experience; you may include non-paid experience if you feel it may be pertinent to this position.

Job Title \_\_\_\_\_ Dates: From \_\_\_\_\_ To \_\_\_\_\_

Employer \_\_\_\_\_ City/State \_\_\_\_\_

Supervisor's Name/Title \_\_\_\_\_ Phone \_\_\_\_\_

Reason for Leaving \_\_\_\_\_ Final Salary \_\_\_\_\_

Duties performed and knowledge or skills gained from this experience

Job Title \_\_\_\_\_ Dates: From \_\_\_\_\_ To \_\_\_\_\_

Employer \_\_\_\_\_ City/State \_\_\_\_\_

Supervisor's Name/Title \_\_\_\_\_ Phone \_\_\_\_\_

Reason for Leaving \_\_\_\_\_ Final Salary \_\_\_\_\_

Duties performed and knowledge or skills gained from this experience

Job Title \_\_\_\_\_ Dates: From \_\_\_\_\_ To \_\_\_\_\_

Employer \_\_\_\_\_ City/State \_\_\_\_\_

Supervisor's Name/Title \_\_\_\_\_ Phone \_\_\_\_\_

Reason for Leaving \_\_\_\_\_ Final Salary \_\_\_\_\_

Duties performed and knowledge or skills gained from this experience

#### **SECTION 4 – OTHER KNOWLEDGE, SKILLS AND ABILITIES**

Summarize any other knowledge, skills, or qualifications that may be relevant to the position.

# EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION STATISTICS

The State of South Dakota is an Equal Opportunity Employer.

The information below is required by state and federal regulations for statistical and affirmative action purposes and in no way influences employment prospects. This page is separated from your application immediately. The information is maintained confidentially and is not available to any employing agency. Your responses are voluntary.

Sex:  Male  Female

Birth Date:

## Racial / Ethnic Group:

<input type="checkbox"/> <b>(1) White</b> (not of Hispanic origin): All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.	<input type="checkbox"/> <b>(2) Black</b> (not of Hispanic origin): All persons having origins in any of the Black racial groups of Africa.	<input type="checkbox"/> <b>(3) Hispanic:</b> All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
<input type="checkbox"/> <b>(4) Asian or Pacific Islander:</b> All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example: China, India, Japan, Korea, the Philippine Islands, and Samoa.	<input type="checkbox"/> <b>(5) American Indian or Alaskan Native:</b> All persons having origins in any of the peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.	

**Disability:** Do you have a physical or mental impairment that limits one or more of your major life activities (e.g. walking, hearing, speaking, seeing, breathing, learning)?  Yes  No

Please help us provide the best service possible to our job applicants by answering the following questions. The information will not be shared with other agencies, but will be used to evaluate and improve our service. Thank you for your assistance.

## How did you learn about this position? (Please check only one)

- 1 State Bureau of Personnel office
- 2 South Dakota One-Stop Career Center Location \_\_\_\_\_
- 3 Other state department
- 4 Current state employee
- 5 School or University Location \_\_\_\_\_
- 6 Tribal or BIA employment assistance office
- 7 Friend
- 8 Internet
- 9 Television or radio
- 10 Newspaper
- 11 Other \_\_\_\_\_

Were you treated courteously when requesting job information about state government?  Yes  No

Was the state job information readily available upon request?  Yes  No

Was the state job information easily understood?  Yes  No

If you answered "no" to any of the above, please explain.

**Thank You**

**DO NOT  
WRITE  
ON THIS PAGE**

Revised 6/2001