



Please list below the specific Course Work Area relevant to the position (s) for which you are applying. Also, indicate the number of courses you have successfully completed in each area. Note: A transcript may not be substituted for this section.

Ex. A list of course work areas for a position as a purchasing agent might include:

<u>Course Work Area</u>	<u># of Courses</u>
Procurement	5
Inventory Control	3
Bookkeeping	3
Public Relations	1
Government	2
Budgeting	4

Course Work Area	# of Courses

**Training & Other Qualifications-**

Are you currently certified in First Aid & CPR? Yes No

Typing Speed? \_\_\_\_\_

Computer Literate In? \_\_\_\_\_

If you received training in an area which you feel is relevant to the position (s) for which you are applying, please submit the following information (do not include training gained as part of your education as described above):

Type of Training	Organization	Length of Training	Subjects Covered

In the area below, please describe briefly any additional information or special qualification you have for the position (s) requested. Include special machines or equipment you operate or hobbies which have taught you qualifying skills, etc.

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**Experience-** In the areas below, please type or print legibly past work experiences beginning with the most recent employment. If the title and duties changed materially in the course of your service in any one organization, indicate such changes clearly and as separate employment. Attach extra sheets if necessary. Volunteer work may be included as employment. Note- A resume may not be used as a substitute for completing this page.

**Present or Most Recent Job-**

Employer's name and address \_\_\_\_\_  
Immediate supervisor's name \_\_\_\_\_  
Phone number \_\_\_\_\_ Position (job title/classification) \_\_\_\_\_  
Salary beginning \_\_\_\_\_ ending \_\_\_\_\_  
Duties performed \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Length of employment: Reason for leaving: \_\_\_\_\_  
From- mo./yr. \_\_\_\_\_  
To- mo./yr. \_\_\_\_\_

**Next Most Recent Job-**

Employer's name and address \_\_\_\_\_  
Immediate supervisor's name \_\_\_\_\_  
Phone number \_\_\_\_\_ Position (job title/classification) \_\_\_\_\_  
Salary beginning \_\_\_\_\_ ending \_\_\_\_\_  
Duties performed \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Length of employment: Reason for leaving: \_\_\_\_\_  
From- mo./yr. \_\_\_\_\_  
To- mo./yr. \_\_\_\_\_

**Next Most Recent Job-**

Employer's name and address \_\_\_\_\_  
Immediate supervisor's name \_\_\_\_\_  
Phone number \_\_\_\_\_ Position (job title/classification) \_\_\_\_\_  
Salary beginning \_\_\_\_\_ ending \_\_\_\_\_  
Duties performed \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Length of employment: Reason for leaving: \_\_\_\_\_  
From- mo./yr. \_\_\_\_\_  
To- mo./yr. \_\_\_\_\_



