

Employment Experience (professional resume can substitute the following information)

Start with your current or most recent job. Attach additional pages if necessary. All sections must be completed.

Please describe the duties you have performed which demonstrate the knowledge, skills and abilities to perform the duties of which you are applying.

Employer	Dates Employed (MM/YYYY)	
	From	To
Address (<i>Street, City, State, Zip</i>)		
	Starting Salary	Ending Salary
Telephone Number		
Job Title	Supervisor	
Duties and Responsibilities:		
Reason for leaving:		

Employer	Dates Employed (MM/YYYY)	
	From	To
Address (<i>Street, City, State, Zip</i>)		
	Starting Salary	Ending Salary
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Job Title	Supervisor	
Duties and Responsibilities:		
Reason for leaving:		

Education

Do you have a high school diploma, GED Certificate or equivalent?

yes

no

College	City, State	Course of Study	Years Completed	Degree
Graduate School	City, State	Course of Study	Years Completed	Degree
Other (please specify military, business, trade)	City, State	Course of Study	Years Completed	Degree or Certificate Earned

Training and Other Qualifications

Please list any training which you have received which may be relevant to the city position for which you are applying.

Additional Information

Specialized Skills: Check any of the following that you are proficient in

Computer Software _____

Ohio Peace Officer Certified

Office Equipment _____

CDL

Heavy Equipment _____

Typing _____ wpm

EMS: Certification # _____ Level: _____

FIRE: Certification # _____ Level: _____

Summarize other special skills and qualifications you possess which are related to the position applied for:

