





**WORK EXPERIENCE**

(Start with your present position and work back 10 years. Include any military service. Use additional page if necessary.)

**A**

Dates of Employment (mm/dd/yyyy) From: _____ To: _____	Number of hours worked per week: Full-Time    Part-Time	Exact Title of Your Position
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____	Pay Plan/Grade (If in federal Service)	Place of Employment City _____ State _____
Name of Immediate Supervisor Title of Immediate Supervisor Business Telephone: (Area Code and Phone Number)	Name of Employer (firm, organization, etc.) Address of Employer	
Reason for Leaving		
Description of Work		

**B**

Dates of Employment (mm/dd/yyyy) From: _____ To: _____	Number of hours worked per week: Full-Time    Part-Time	Exact Title of Your Position
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____	Pay Plan/Grade (If in federal Service)	Place of Employment City _____ State _____
Name and of Immediate Supervisor Title of Immediate Supervisor Business Telephone: (Area Code and Phone Number)	Name of Employer (firm, organization, etc.) Address of Employer	
Reason for Leaving		
Description of Work		

**C**

Dates of Employment ( <i>mm/dd/yyyy</i> ) From: _____ To: _____	Number of hours worked per week: Full-Time    Part-Time	Exact Title of Your Position
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____	Pay Plan/Grade ( <i>If in federal Service</i> )	Place of Employment City _____ State _____
Name of Immediate Supervisor  Title of Immediate Supervisor  Business Telephone: ( <i>Area Code and Phone Number</i> )	Name of Employer ( <i>firm, organization, etc.</i> )  Address of Employer	
Reason for Leaving		
Description of Work		

**D**

Dates of Employment ( <i>mm/dd/yyyy</i> ) From: _____ To: _____	Number of hours worked per week: Full-Time    Part-Time	Exact Title of Your Position
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____	Pay Plan/Grade ( <i>If in federal Service</i> )	Place of Employment City _____ State _____
Name of Immediate Supervisor  Title of Immediate Supervisor  Business Telephone: ( <i>Area Code and Phone Number</i> )	Name of Employer ( <i>firm, organization, etc.</i> )  Address of Employer	
Reason for Leaving		
Description of Work		

**OPTIONAL BACKGROUND INFORMATION – RESPOND ONLY IF REQUIRED BY THE VACANCY ANNOUNCEMENT**

**Answer questions 19, 20, and 21, only if required by the vacancy announcement.** Your answers should include convictions resulting from a plea of nolo contendere (no contest), but omit (1) traffic fines of \$300 or less, (2) any violation of law committed before your 16<sup>th</sup> birthday, (3) any violation of law committed before your 18<sup>th</sup> birthday if finally decided in juvenile court or under a Youth Offender law, (4) any conviction set aside under the Federal Youth Corrections Act or similar state law, and (5) any conviction for which the record was expunged under Federal or state law.

19. During the last 7 years, have you been convicted, imprisoned, on probation, or on parole? *(Include felonies, firearms or explosives violations, misdemeanors, and all other offenses)*       YES       NO      If yes, provide in Section 22 the date, explanation of violation, place of occurrence, and name/address of police dept or court.

20. Have you been convicted by a military court-martial in the past 7 years?       YES       NO      If yes, provide in Section 22 the date, explanation of violation, place of occurrence, and name/address of military authority or court.

21. Are you now under charges for any violation of law?       YES       NO      If yes, provide in Section 22 the date, explanation of violation, place of occurrence, and name/address of police dept or court.

**22. REMARKS** *(Use this space for continuation of answers. List the item number being explained.)*

[Empty space for providing remarks and explanations for the answers above.]

**APPLICANT CERTIFICATION**

I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for not hiring me, or firing me after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated.

SIGNATURE \_\_\_\_\_

DATE SIGNED \_\_\_\_\_