

RECORD OF EMPLOYMENT - Begin with current or most recent

EMPLOYER	CITY & STATE	TITLE	SUPERVISOR	PHONE	EMPLOYED
1.					From To
DUTIES					
REASON FOR LEAVING					
2.					From To
DUTIES					
REASON FOR LEAVING					
3.					From To
DUTIES					
REASON FOR LEAVING					

If you are currently employed, may we contact your present employer for a reference? _____ YES _____ NO

May former employers be contacted for references? _____ YES _____ NO

PERSONAL REFERENCES - Not Former Employers or Relatives

NAME AND OCCUPATION	COMPLETE ADDRESS	PHONE NO.	YRS. ACQUAINTED

Answer the following items only if you are told that they are relevant to the position for which you are applying:

1) _____ Typing Speed (words per minute)

2) With what office equipment, computer programs, etc. are you familiar?

3) Professional registration/license(s) and registration number(s):

4) Describe any special skills, knowledge or other experiences (i.e., volunteer work, hobbies, part-time or temporary work), related to the position for which you are applying: Include specific dates.

5) Are you fluent in any foreign language(s); answer if job related only? If so, please list the language(s).

I certify that all statements made on this application are true and correct. I understand that a false or misleading answer to any question(s) may be grounds for rejection of application and/or immediate termination if hired (no matter when discovered) . I authorize DeKalb County to conduct or participate in an investigation of my personal background, work history, and criminal conviction record (if job related) as may be necessary to verify the information provided in this application and to determine my fitness to hold the position for which I have applied. I authorize that present and past employers, if so indicated in the above section, may provide DeKalb County with information concerning my employment with them.

Applicant Signature

Date