

POST HIGH SCHOOL EDUCATION

Schools Attended & location _____

 Dates Attended _____ Major/Minor _____
 Did you graduate?/Type of Degree _____ If not, total hours attained _____

Previous Employment

Name of Employer	Dates of employment	Salary
Address	Position and type of work	
City & State	Name of supervisor	
Telephone ()	Reason for leaving	

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Please note previous experience(s) which would better qualify you for this position:

Is there any reason known to you why you might not be able to consistently and promptly perform any of the job duties of administrative assistant for the police department. If yes, please explain in detail:

Please list at least two references:

Name: _____
 Address: _____
 Phone Number: _____
 Relationship/Years known: _____

Name: _____
 Address: _____
 Phone Number: _____
 Relationship/Years known: _____

Applicant signature _____ Date _____