

NOTE: COMPLETE APPROPRIATE SECTION RELEVANT TO JOB APPLIED FOR.

**CLERICAL SKILLS**

- TYPING, WPM \_\_\_\_\_     RECEPTION     OFFICE MACHINES     CASHIERING     CRT/COMPUTER     ACCOUNTING  
 SHORTHAND, WPM \_\_\_\_\_     SWITCHBOARD     WORD PROCESSING     10 KEY     ENGLISH COMP.     CUSTOMER CONTACT

ANY ADDITIONAL INFORMATION YOU FEEL IS IMPORTANT:

**MACHINERY AND EQUIPMENT**

CHECK EACH ONE YOU HAVE SKILLFULLY OPERATED:

- BUCKET/LADDER TRUCKS     BACKHOE/FRONT END LOADERS     GRINDING  
 DIGGER/DERRICK TRUCKS     TRENCHERS     MACHINIST EQUIPMENT  
 OVERHEAD MOBILE CRANES     OTHER \_\_\_\_\_     WELDER:  GAS     ELEC.     MIG     TIG  
 HEAVY DUTY TRUCKS    \_\_\_\_\_     OTHER \_\_\_\_\_  
 FORK LIFT    \_\_\_\_\_     ELECTRIC/ELECTRONIC CALIBRATION EQUIPMENT

**SHOP, MATH, OR SCIENCE COURSES**

CHECK EACH ONE YOU HAVE SUCCESSFULLY COMPLETED; ADD OTHERS:

- AUTO/DIESEL     HYDRAULICS     ALGEBRA     MACHINISTS     SURVEYING  
 BLUEPRINT/SCHEMATICS     ELECTRICITY, BASIC     SHOP MATH     CARPENTRY     DRAFTING  
 DIGITAL ELECTRONICS     ELECTRONICS, BASIC     TRIGONOMETRY     WELDING; MIG/TIG     OTHER \_\_\_\_\_  
 \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_     ENGINEERING

**DRIVER'S INFORMATION\***

- DO YOU HAVE A VALID VEHICLE DRIVER'S LICENSE?     YES     NO  
 CAN YOU OPERATE A MANUAL SHIFT VEHICLE?     YES     NO    DRIVER'S LICENSE NUMBER \_\_\_\_\_  
 DO YOU HAVE A COMBINATION LICENSE?     YES     NO    STATE OF ISSUANCE \_\_\_\_\_  
 DO YOU HAVE ANY DEPARTMENT OF MOTOR VEHICLES' IMPOSED RESTRICTIONS ON YOUR DRIVING PRIVILEGES?     YES     NO  
 NUMBER OF MOVING VIOLATIONS IN THE PAST 3 YEARS: \_\_\_\_\_    EXPIRATION DATE \_\_\_\_\_  
 HAVE YOU BEEN CONVICTED OF DRIVING UNDER THE INFLUENCE OF ALCOHOL OR A CONTROLLED SUBSTANCE DURING THE LAST 7 YEARS?     YES     NO  
 HAVE YOU EVER BEEN CONVICTED AND/OR FORFEITED BAIL IN CONNECTION WITH AN ACCIDENT DURING THE LAST 7 YEARS?     YES     NO  
 IF YOUR ANSWER TO EITHER OF THE ABOVE WAS YES, EXPLAIN BELOW:

DATE: \_\_\_\_\_ PLACE: \_\_\_\_\_ VIOLATION: \_\_\_\_\_

DISPOSITION OF CITATION	AMOUNT	AMOUNT SUSPENDED	AMOUNT PAID	WAS YOUR LICENSE: <input type="checkbox"/> SUSPENDED <input type="checkbox"/> PLACED ON PROBATION <input type="checkbox"/> REVOKED <input type="checkbox"/> NONE OF THE ABOVE
	FINED: \$ _____	\$ _____	\$ _____	

EXPLAIN CIRCUMSTANCES REGARDING THE ABOVE:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*More than three (3) moving violations in the past three (3) years may preclude you from being considered for positions requiring use of licensed vehicles. In addition, proof of your driving record at the time of employment (presentation of Department of Motor Vehicles' report) may be required.

HAVE YOU BEEN CONVICTED OF A VIOLATION OF THE LAW (OTHER THAN PARKING VIOLATIONS) OR RELEASED FROM PRISON WITHIN THE LAST 7 YEARS?     YES     NO  
 IF YES, DESCRIBE IN FULL, INCLUDING DATE(S): (Existence of a conviction record will not necessarily bar you from employment.)