

PALESTINE POLICE DEPARTMENT

Working twelve (12) hour shifts

Shift Differential will be paid for officers working night shifts, \$100.00 per month.

Bilingual Pay \$100.00 per month.

No training or experience is needed to apply.

We will pay for your tuition and salary while attending the academy.

A person appointed to an entry-level position in the Police Department who must attend a basic training academy after appointment, shall serve a probationary period of eighteen (18) months.

Longevity Pay - 6.00 per month per number of years of service

TMRS - Texas Municipal Retirement System – Twenty (20) year Retirement plan.

Insurance - Employees are provided with health insurance coverage. Dependent coverage is available for employees to purchase. Two (2) life insurance policies of one (1) times annual salary is provided at no cost.

Uniforms - The City furnishes basic uniform, leather gear and handgun (except footwear). All uniforms and equipment are provided at no charge to you by the department.

Training - The Department provides continual training in all areas of in-service and specialized training and meets all State training requirements. Tuition Reimbursement is included on any college courses taken that pertain to the law enforcement field.

Vacation - Civil Service employees earn fifteen (15) days vacation effective after one (1) year of continuous service and ten (10) holidays per year.

Sick Leave - Sick leave accrues at ten (10) hours per month with no maximum amount of accrued with a maximum of ninety (90) days sick leave pay upon separation from service.

PALESTINE POLICE DEPARTMENT

POLICE ENTRY LEVEL PHYSICAL AGILITY TEST

PASS OR FAIL/TIMED EVENTS

(You will have to run through the course)

- (1) 43" Fence – Over the top vault, hands may touch, feet may touch top only.**
- (2) 43" Wall – Over the top vault, hands may touch, feet may touch top only.**
- (3) 70" Wall – Free Climb, may use hands and feet, must go over the top.**
- (4) 48" Drain Pipe – Work through the entire length.**
- (5) Balance Beam – Walk the length of two sections, restart if you fall.**
- (6) Stair Climb – Run to the top, turn, run to the bottom.**
- (7) Rescue Drag – Drag 165 lbs. Dead weight 30 ft.**

Cumulative time, event #1 through #7, maximum of 2 minutes and 18 seconds.

City of Palestine
Minimum Qualifications for Police Applicants

1. United States Citizen.
2. High School graduate. If not a high school graduate and not currently certified by the Texas Commission on Law Enforcement Standards and Education, must have G.E.D
3. Good moral character and reputation.
4. Stable past employment and financial responsibility (credit) history.
5. Applicants must possess a DD214 (have to provide the "Member 4 or Member 2 DD214 copies only), which documents an *Honorable Discharge* if he or she has served in the United States military.
6. Applicant must be at least 21 years of age on the date the written examination is given or 18 years of age if the applicant has received an associate's degree or 60 semester hours of credit from an accredited college or university or has received an honorable discharge from the armed forces of the United States after two years of active service. A person who has reached his or her 45th birthday at the time of the Civil Service examination is not eligible for employment.
7. Applicants must be certified by the Texas Commission on Law Enforcement Officers Standards and Education, or if not certified, meet *all legal requirements* for future licensing and certification as required by the Texas Commission on Law Enforcement Officers Standards and Education (T.C.O.L.E.).
8. Free from disease of physical/mental defects that would prevent the individual from performing all of the essential duties of a peace officer.

9. Applicants must possess eyesight correctable to **20/30** acuity in each eye, and possess appropriate color vision. Applicants must possess normal hearing.
10. Applicants must possess a valid Texas Driver's License on the date of appointment and have a good driving record. Applicants with more than three events (moving violations or at-fault accidents) in the preceding 36 months from the date of the Civil Service test will not be eligible for employment.
11. Prior criminal record:
 - a. A person who has ever been adjudged guilty of a Felony or a Class A misdemeanor anywhere at any time is not eligible for licensing.
 - b. A person currently under indictment for any criminal offense is not eligible for licensing.
 - c. A person who has ever been on court ordered probation or community supervision for an offense above the grade of "Class B Misdemeanor" is not eligible for licensing.
 - d. A person who or has been adjudged guilty of a Class B Misdemeanor within 10 years prior to the date of the Civil Service examination is not eligible for licensing.
 - e. A person who is currently on court ordered probation or deferred adjudication for any offense other than Class C traffic offenses is not eligible for licensing.
 - f. A person who has at any time been adjudged guilty of any Family Violence offense is not eligible for licensing.

City of Palestine Police Applicant Processing

After successful completion of the Civil Service examination (minimum score of 70%), applicants are processed in the following manner:

1. Physical agility testing.
2. Interview with a background investigator.
3. Thorough background investigation.
4. Polygraph examination.
5. Review by the Chief of Police.
6. Conditional job offer.
7. Psychological evaluation by a licensed Psychologist or Psychiatrist designated by the City of Palestine. The cost of examination will be paid by the City of Palestine.
8. Medical examination including drug screening by a physician designated by the City of Palestine. The cost of this examination will be paid by the City of Palestine.

Applicants must pass each phase of the process in order to proceed to the next phase. Failure at any stage of the process will eliminate the applicant from further processing.

Applicants must keep the designated official informed of any changes of address, telephone number, and place of employment during the application process. Any of these changes must be reported in writing or by telephone communication within three (3) calendar days of the change. Failure to do so will result in disqualification of the applicant.

PALESTINE POLICE DEPARTMENT

504 N. QUEEN

PALESTINE, TEXAS 75801

(903) 731-8436

pdadmin@palestine-tx.org

MISSION STATEMENT

With P.R.I.D.E., we will strive to enhance the quality of life and will protect life, property and keep safe the community we serve.

VISION STATEMENT

We will work in cooperation with our community to proactively address identified areas of needed improvement and to continually provide the level of service and safety so deserved by the community we serve.

VALUES - P.R.I.D.E.

PERSONAL COURAGE - CONQUER FEAR, DANGER AND ADVERSITY

Policing is a calling. We will recognize our fears and put them aside to do what is necessary which mean sometimes we rush toward danger when others flee, and to stand up for other peoples' civil and Constitutional rights when those rights are threatened. It is a pledge to dedicate our professional lives to serving other people and to protecting those things our citizens hold dearest: life and liberty.

RESPECT --- BE RESPONSIBLE AND TREAT OTHERS AS THEY SHOULD BE TREATED

Our people are our most important resource. We can best serve the many and varied needs of our communities by empowering our

employees to fulfill their responsibilities with knowledge, authority, and appropriate discretion. We encourage our people to submit ideas, we listen to their suggestions, and we help them develop to their maximum potential. We will treat everyone as we would want to be treated, even in negative situations. We will be courteous and respectful in our dealings with each other and the public. We will provide fair access, whenever possible, to information that people require to make decisions about their lives.

INTEGRITY -- TRUST BETWEEN POLICE AND CITIZENS

The badge is a symbol — a bright and highly visible symbol — of the authority and the trust that the public has placed in each one of us. We will act honestly, truthfully and in a trustworthy manner at all times.

DUTY --- FULFILL OUR OBLIGATIONS

We will strive to fulfill our duty to the best of our abilities. We will conduct ourselves with self-discipline, professionalism and confidence. We will exercise self-restraint and objectivity in the face of emotions and extreme circumstances. We will always work towards excellence through constant self-improvement.

ETHICAL BEHAVIOR--- CENTRAL TO DECISION MAKING

Ethical considerations are central to decisions involving discretion, force, and due process that require police officers to make enlightened moral judgments. It is important to have the capacity to point to moral reasoning in justifying behavior. We expect our well trained police officers to have that capacity. It is of utmost importance that ethical decisions are made when interfacing with our citizenry.

The Palestine Police Department offers career opportunities for T.C.O.L.E. Certified Police Officers as well as those eligible for certification.

The Palestine Police Department is a civil service agency comprised of 41 Sworn Officers, 1 professional standards officer, 1 community liaison officer, 7 full time dispatchers, 2 animal control officers, 1 code enforcement officer, 1 records clerk, 1 property and evidence custodian, and 2 administrative assistants, in addition to a number of sworn non-paid reserve police officers. The department serves a population of

approximately 18,500. The Department offers advancement opportunities through promotions and the following lateral movements within the Department:

**Patrol Division
Criminal Investigation Division
Drug Enforcement Unit
Special Response Team
Support Services Division
K-9 Unit**

CITY OF PALESTINE, TEXAS

Voluntary Disclosure Statement

IMPORTANT: The City of Palestine is an Equal Opportunity Employer and does not discriminate against any individual on the basis of race, color, sex, religion, national origin, age or disability. You are invited to complete the following information to assist us in complying with federal record keeping requirements. Your response shall remain confidential, will be kept separately from your application, and shall in no way affect a decision regarding your employment.

NAME: _____ SS # _____

AGE: Under 40 Over 40 SEX: Male Female

RACE/ETHNIC IDENTIFICATION

- White Includes persons having origins in any of the original peoples of Europe, North Africa, or Middle East.
- Black Includes persons having origins in any of the black racial groups of Africa.
- Hispanic Includes persons of Mexican, Puerto Rican, Cuban, Central, or South American, or their Spanish culture or origin, regardless of race.
- Asian or Pacific Islander Includes persons having origins in any other original peoples of the Far East, Southeast, Asian, the Indian Subcontinent, or the Pacific Islands. This area includes: China, Japan, Korea, The Philippine Islands, and Samoa.
- American Indian or Alaska Native Includes persons having origins in any original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition.

VETERAN STATUS

- None (includes those with insufficient military service to qualify for Veteran Status)
- Non-Disabled Vietnam-era Veteran
- Non-Disabled Veteran other than Vietnam Conflict
- Disabled Veteran-era Veteran
- Disabled Veteran

AMERICAN WITH DISABILITIES ACT (ADA) STATUS

Do you have a disability under ADA? Yes No
(Physical or mental impairment that substantially limits one or more life activities, record of such an impairment, or regarded as having such an impairment.)

SOURCE OF REFERRAL:

How did you find out about us/this position?

- Walk-in City Employee Job Line Cable Television Internet Web Page
- Radio _____ Professional Journal _____
- Newspaper _____ Recruiting Drive _____
- Job Fair _____ Other _____



CITY OF PALESTINE
Human Resources
504 North Queen Street
Palestine, Texas 75801
Telephone: (903) 731-8421
Fax: (903) 731-8486
www.cityofpalestinetx.com

**City of Palestine, Texas
Employment Information Page**

An Equal Opportunity Employer

Thank you for your interest in employment with the City of Palestine. The City of Palestine is an equal opportunity employer and does not discriminate in employment practices based on race, color, sex, religion, national origin, age, or disability. Reasonable accommodation for persons with disabilities will be made upon request. Please provide at least 48 hours advance notice of your need for an accommodation.

**Information for Applicants
(Please Read Carefully)**

- The City of Palestine requires all individuals who wish to be considered for employment to **complete and sign a City of Palestine Employment Application Form**. A resume may be attached to the application but not substituted for the application. Incomplete applications will not be processed.
- Completed application **must** be received in the Human Resource Office by 5:00 p.m. on the date of the deadline to apply. Application forms postmarked by the date of the deadline to apply may be accepted if received in a timely manner.
- The application form and all attachments become the official property of the City of Palestine. Any questions, concerns, and/or complaints regarding the application process should be directed to the Human Resources Department.
- The process takes a **minimum** of 2-3 weeks from the date of the deadline to apply; however, some positions may take longer. The Hiring Department will contact applicants selected for interviews and will make the final hiring decision.
- For information concerning the status of your application, please call the Human Resources Department at (903) 731-8421.
- All information on the application form and any attached resume you submit is subject to verification by the Hiring Department or Human Resources Department. As a condition of employment, applicants will be subject to a criminal background check, drug test, and verification/review of driver's license record. Applicants refusing to cooperate, failing to show up for a scheduled appointment or failing to successfully pass required tests will be disqualified for consideration for employment with the City of Palestine for a one year period.

504 North Queen Street – Palestine, Texas 75801 (903) 731-8478 Fax (903) 729-0548



CITY OF PALESTINE

HUMAN RESOURCES

504 N. Queen Street
Palestine, TX 75801
Tele: 903.731.8421
Fax: 903.731.8461

City of Palestine, Texas Employment Information Page

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CITY OF PALESTINE, TEXAS
Voluntary Disclosure Statement

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NAME: _____

AGE: Under 40 Over 40 SEX: Male Female

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- Black Includes persons having origins in any of the black racial groups of Africa.
- Hispanic Includes persons of Mexican, Puerto Rican, Cuban, Central, or South American, or their Spanish culture or origin, regardless of race.
- Asian or Pacific Islander Includes persons having origins in any of the original peoples of the Far East, Southeast, Asian, the Indian Subcontinent, or the Pacific Islands. This area includes: China, Japan, Korea, The Philippine Islands, and Samoa.
- American Indian or Alaska Native Includes persons having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition.

VETERAN STATUS

- None (includes those with insufficient military service to qualify for Veteran Status)
- Non-Disabled Vietnam-era Veteran
- Non-Disabled Veteran other than Vietnam Conflict
- Disabled Vietnam-era Veteran
- Disabled Veteran

AMERICAN WITH DISABILITIES ACT (ADA) STATUS

Do you have a disability under ADA? Yes No
(Physical or mental impairment that substantially limits one or more life activities, record of such an impairment, or regarded as having such an impairment.)

SOURCE OF REFERRAL:

How did you find out about us/this position?

- Walk-in City Employee Job Line Cable Television Internet Web Page
- Radio _____ Professional Journal _____
- Newspaper _____ Recruiting Drive _____
- Job Fair _____ Other _____



EMPLOYMENT APPLICATION

An Equal Opportunity Employer

City of Palestine, Texas

Specific position applying for: _____ Desired Salary: _____

Additional positions applying for: _____

Are you seeking Full-time Part-time Temporary/Seasonal employment? Date available for work _____

Last Name	First Name	Middle Name
Present Street Address	City	State
		Zip Code
Home Telephone	Work Telephone	Email (optional)
If under 18 years of age, can you provide required proof of your eligibility to work?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you legally eligible to work in the U. S. ? (Verification will be required upon hire)		Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever served in the Armed Forces? Yes <input type="checkbox"/> No <input type="checkbox"/>		Date of Service: _____ to _____
Type of Discharge: _____		

Are you currently a City employee? Yes No If yes, list the department and position: _____

Have you ever been employed by the City? Yes No If yes, list the department(s) and dates below:

Department	Position	From	To

Are you related by blood or marriage to any current City of Palestine employee or current Council member? Yes No

If yes, please provide the following information:

Department	Position	From	To

EMPLOYMENT HISTORY

List names of employers in consecutive order with present or last employer listed first.

Name of Employer	Supervisor(s) Name/Title
Address	Employed From (mo/yr) / To (mo/yr) /
City, State, Zip Code	May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>
Telephone	
Position Title	Reason for Leaving
Job Duties	Hourly Rate/Salary: Starting Final
What did/do you like the most about this position? _ , the least? _	
Name of Employer	Supervisor(s) Name/Title
Address	Employed From (mo/yr) / To (mo/yr) /
City, State, Zip Code	May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>
Telephone	
Position Title	Reason for Leaving
Job Duties	Hourly Rate/Salary: Starting Final
What did/do you like the most about this position? _ , the least? _	
Name of Employer	Supervisor(s) Name/Title
Address	Employed From (mo/yr) / To (mo/yr) /
City, State, Zip Code	May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>
Telephone	
Position Title	Reason for Leaving
Job Duties	Hourly Rate/Salary: Starting Final
What did/do you like the most about this position? _ , the least? _	

Comments: Include explanation of any gaps in employment: _ _____
Have you ever been discharged from any employment or asked to resign in lieu of discharge? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, specify the circumstances: _ _____

Have you worked or attended school under any other names? Yes No

If yes, give names: _____

EMPLOYMENT, PROFESSIONAL, AND/OR ACADEMIC REFERENCES

Name	Address	Telephone	Type of Acquaintance	Years Known

SOURCE OF REFERRAL

How did you find out about us/this position?

- Walk-in City Employee Job Line Cable Television Internet Web Page
- Newspaper _____ Radio _____
- Professional Journal _____ Fair _____
- Recruiting Drive _____ _____

PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING

By my signature below, I certify, authorize or acknowledge:

That all the information provided by me in connection with my application, whether on this document or on any attachment, is complete, true and correct. I know the City will rely upon this information in making a decision to hire me. Consequently, I further understand that any misstatement, falsification, or omission of information will void my application and prevent any further processing. If the City obtains such information after I am hired, I will be subject to termination from my employment with the City.

For the purpose of verification, any persons, organizations, and educational institutions listed on this application or any attachment may give any and all requested information concerning my previous employment, education, experience or other information to the City.

That as a condition of employment with the City, I must successfully pass a thorough background investigation, which may include a criminal history check, driving record verification, etc.

That as a condition of employment with the City, I may be required to submit to a medical examination and/or drug test by a physician or laboratory selected by and at the expense of the City at such time as is required.

That any offer of employment with the City of Palestine is at-will and does not constitute a promise or guarantee that my employment will continue for any specified period of time.

That any employment offer will be at the continuing discretion of the department directors, division managers and supervisors concerned. I am aware that this application and all attachments will become the property of the City and will become a part of my personnel file if I am accepted for employment.

That if employed, I must successfully complete an introductory period of employment.

Signature: _____ Date: _____

Please submit completed application in person or by fax to:
City of Palestine, Texas
Human Resources Department
504 N. Queen Street
Palestine, TX 75801

Fax: (903) 731-8461

PD Pay Scale

Lauren Sandefer

Sent: Thursday, October 4, 2018 4:20 PM

To: Gary Rayford

Cc: Susie Streb

POLICE									
CADET	17.37								
PROBATIONARY OFFICER	18.62								
PATROL OFFICER	19.52	20.49	20.49	21.53	21.53	22.61	22.61	23.73	
CORPORAL/DETECTIVE	22.80	22.80	23.95	25.14					
SERGEANT	24.69	24.69	25.93	25.93	25.93	25.93	27.23		
LIEUTENANT	28.48	28.48	29.91	29.91	31.40	31.40	32.97		
ASSISTANT POLICE CHIEF	31.38	32.28	33.19	34.14	35.10	36.10			

Lauren Sandefer
 City of Palestine
 HR Benefit Coordinator
 Phone: (903) 731-8427
 504 N. Queen Street
 Palestine, Texas 75801



CONFIDENTIAL INFORMATION: The information contained in this transmittal and accompanying documents is protected by both state and federal law. This information is intended only for the use of the individual or entity named above. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution or action taken in reliance on the contents of this transmittal is strictly prohibited. If you have received this transmittal in error, please notify the sender immediately to arrange for return or destruction of these documents.

The authorized recipient of this information is prohibited from disclosing this information to any other party except as may be permitted by law, and is required to destroy the information after its intended purpose has been fulfilled, unless otherwise permitted by law. ATTENTION PUBLIC OFFICIALS! A "Reply to All" of this e-mail could lead to violations of the Texas Open Meetings Act. Please reply only to the sender.

CITY OF PALESTINE

PRE-EMPLOYMENT INQUIRY RELEASE

In connection with my application for employment with the City of Palestine, I understand that inquiries will be made concerning my employment and criminal and driving records and other related matters. Accordingly, I hereby authorize all former employers and all other public and private concerns including (but not limited to) consumer reporting agencies to release any and all information maintained by any such employer, concern, agency or entity concerning my personal history. I understand, if employment with the City is denied wholly or partly because of information contained in a consumer report obtained from a consumer reporting (or similar) agency, that I will be entitled to receive from the City only the name and address of the consumer reporting agency or agencies from which the report was obtained.

In consideration of the City's acceptance and consideration of my application for employment, I hereby, and by these presents do for my heirs, agents, executors, administrators and assigns, release and forever discharge the City and all affiliated entities from all claims, demands, damages, actions and causes of action pertaining to or arising out of the City's consideration of my application for employment and use, so long as not malicious, of all information obtained in the course or as a result of all inquiries made into my personal history, and release and forever discharge all former employers from all liability arising out of disclosure to the City of information pertaining to my personal history.

Applicant

Print Name _____ Soc. Sec. No. _____

Current Address _____

City, State, Zip Code: _____

Signature: _____ Date: _____

Date of Birth: _____ Texas DL# _____

SUBSCRIBED AND SWORN TO BEFORE ME, this the _____ day of _____, 20____.

Notary Public in and for the State of Texas

PLEASE PRINT

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Position(s) applied for _____ Date of application ____/____/____

Name _____ Social Security # _____
LAST FIRST MIDDLE

Address _____

Street City State Zip
Telephone # () _____ Cell/Beeper/Other Phone# _____ E-mail _____

If you are under 18, and it is required, can you furnish a work permit? YES NO

If no, explain _____

Have you ever been employed here before? If yes, give dates and positions YES NO

Are you legally eligible for employment in this country? YES NO

Date available for work _____ What is your desired salary range? \$ _____

Type of employment desired ___Full-Time ___Part-Time ___Temporary ___Seasonal ___Ed Co-op

Are you able to meet the attendance requirements of the position? YES NO

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime? YES NO

If yes, please provide date(s) and details

Answering "YES" to these questions does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

Driver's license number if driving is an essential job function _____ State _____

EMPLOYMENT HISTORY

Provide the following information of your past four (4) employers, assignments or volunteer activities, starting with the most recent.

FROM	TO	Employer	Telephone#
Starting Job Title/Final Job Title		Address	
Immediate Supervisor and Title	Summarize the Nature of work performed and job responsibilities		
May we contact for reference?	Yes	No	Later
Reason For Leaving	Hourly Rate/Salary		
	Start \$	Per	Final \$ Per

FROM	TO	Employer	Telephone#
Starting Job Title/Final Job Title		Address	
Immediate Supervisor and Title	Summarize the Nature of work performed and job responsibilities		
May we contact for reference?'	Yes	No	Later
Reason For Leaving	Hourly Rate/Salary		
	Start \$	Per	Final \$ Per

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May we contact for reference?	Yes	No	Later
Reason For Leaving	Hourly Rate/Salary		
	Start \$	Per	Final \$ Per

FROM	TO	Employer	Telephone#
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May we contact for reference?	Yes	No	Later
Reason For Leaving	Hourly Rate/Salary		
	Start \$	Per	Final \$ Per