



## Palestine Police Department Civil Service Exam

Applicant:

A Civil Service Exam for Entry Level Patrol Officer will be given Saturday, October 28, 2017 at 9:00 a.m. at the **(LOCATION TO BE DETERMINED)**. The test will start promptly at 9:00 a.m. and you will need a **PHOTO ID** in order to sit for the exam. If you pass the written exam, you will take the physical agility test (see information enclosed – also note that the Waiver must be signed and notarized when returned) immediately following the exam on this same date at Fire Station #4 on Highway 287.

Please contact our office to receive an application packet and return to the following address by **THURSDAY, OCTOBER 19, 2017**, no later than 5:00 p.m. (sending in your completed application confirms that you are schedule to take the exam and no further notices will be sent to you):

Sgt. Gary Rayford  
Palestine Police Department  
504 North Queen Street  
Palestine, Texas 75801

Attach to your application your TCOLE certificate, if you are certified and it you have served in the military; please include a copy of your DD214. The two waiver forms must be signed, notarized and returned with your completed application.

If you have any further questions, feel free to contact Susie Streb at 903-731-8421, Sgt. Gary Rayford at 903-731-8471 or Sgt. Jeremy Jenkins at 903-727-9131 or 903-922-9514.

Sincerely,

Susie Streb  
Civil Service Director

# **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



Authorization for Release of Information Agreement

TO WHOM IT MAY CONCERN:

I hereby authorize the Palestine Police Department and its authorized representatives bearing this release, or a copy thereof, within one year of its date, to obtain any information in your files pertaining to my employment, military, credit, education or medical records, including but not limited to academic, achievement, attendance, athletic, personal history, disciplinary records, medical records, and/or credit records, polygraph results and/or pre-test and post-test information.

I hereby direct you to release such information upon request of the bearer. This release is executed with full knowledge and understanding that the information is for official use. Consent is granted to all parties to furnish such information, as described above, to third parties in the course of fulfilling it official responsibilities. I hereby release you, as custodian of such records, and any school, college, university, or other education institutions, hospitals, or other repository of medical records, credit bureau, lending institution, consumer reporting agency, or retail business establishment including it officers, employees, or related personnel, both individually and collectively, from any an all liability for damages of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information, or attempt to comply with it.

I am furnishing my Social Security Account Number on a voluntary basis with the understanding such is not required by any law or regulation. I have been advised that all parties will utilize this number only to facilitate the location of employment, military, credit, and educational records concerning me in connection with this application. Should there be any questions as to the validity of this release, you may contact me as indicated below:

APPLICANT PERSONAL INFORMATION

Applicant Name, Applicant Social Security Number, Applicant Address, Applicant Date of Birth, City, State, Zip Code, Applicant Telephone Number, Applicant Signature, Date

THE STATE OF TEXAS ( )

COUNTY OF ANDERSON ( )

Sworn to and subscribed before me at Palestine, Texas, this \_\_\_ day of \_\_\_, AD

Notary Signature

For Office Use Only: Palestine Police Department Representative: \_\_\_\_\_



CITY OF PALESTINE POLICE DEPARTMENT  
 POLICE ENTRY-LEVEL PHYSICAL AGILITY TEST



WAIVER OF LIABILITY

By affixing my signature to this document, I acknowledge that I fully and completely understand that my failure to successfully complete any one segment of the Physical Agility Test will result in my failure to pass the test and will further result in my being unconditionally disqualified as a candidate for employment in the capacity of police officer with the Palestine Police Department.

By affixing my signature to this document, I further, without *any* condition or reservation whatsoever release the City of Palestine, the City of Palestine Civil Service Commission, its Police Department, agents, and employees, separately and collectively, in both their public and private capacities, from *any* and *all* liability, claims, suits, demands or causes of action for *any* damages which may arise from any condition, aggravation injury or death which may result from my participating in the said Police Department Entry Level Physical Agility Test. I also understand that I have the opportunity to consult with a physician of my choice prior to my scheduled test date.

I further agree that in taking this test, I do so of my own free will, free of duress, and of sound mind and competent to give this waiver of liability. I further agree that while taking this test *I am not an employee or servant of the City*.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Type or Print Name

**SUBSCRIBED AND SWORN TO BEFORE ME**, this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
 Notary Public in and for the  
 State of Texas  
 My Commission Expires \_\_\_\_\_

**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. and 12 college hours ~~from an accredited college with a minimum 2.0 ("C") average.~~
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 45<sup>th</sup> 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](mailto: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**

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

**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  
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.

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### 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.)

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### 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](http://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.

**City of Palestine Police Department  
Civil Service Ranges and Steps**

Effective October 1, 2016

	Hourly Base				
	(Step I)	Step II	Step III	Step IV	Step V
<b>Cadet</b>	\$ 15.94				
<b>Probationary (PROB PTL)</b>	\$ 17.08				
<b>Patrol Officer (PTL)</b>	\$ 17.91	\$ 18.80	\$ 19.75	\$ 20.74	\$ 21.77
<b>Corporal (CPL)</b>	\$ 20.92	\$ 21.96	\$ 23.06		
<b>Sergeant (SGT)</b>	\$ 22.65	\$ 23.79	\$ 24.98		
<b>Lieutenant (LT)</b>	\$ 26.13	\$ 27.48	\$ 28.81	\$ 30.25	
<b>Lieutenant (Appointed)</b>	Open Salary				
<b>Captain</b>	29.89	30.74	31.62	32.51	34.39

**Step increases occur as follows:**

(Service with the City)

<b>Cadet</b>	15.94	Entry to completion of training, graduate academy, pass test			
<b>Probationary</b>	17.08	Through one-year if certified when hired, through 18 months if not			
<b>Patrol Officer</b>					
	17.91 Base (Step I)	Completion of Probation through two years			
	18.80 Step II	After two years through four years			
	19.75 Step III	After four years through six years			
	20.74 Step IV	After six years through eight years			
	21.77 Step V	After eight years			
<b>Corporal</b>					
	20.92 Base (Step I)	Entry as Corporal from patrol officer step I, II, or III			
	21.96 Step II	After two years as a corporal or entry from patrol step IV			
	23.06 Step III	After two years as a corporal step II or entry from patrol step V			
<b>Sergeant</b>					
	22.65 Base (Step I)	Entry as sergeant			
	23.79 Step II	After two years through six years as a sergeant			
	24.98 Step III	After six years as a sergeant			
<b>Lieutenant</b>					
	26.13 Base (Step I)	Entry as Lieutenant			
	27.48 Step II	After two years through four years as a Lieutenant or entry from sergeant step III			
	28.81 Step III	After two years as a Lieutenant step II			
	30.25 Step IV	After two years as a Lieutenant step III			
<b>Lieutenant (Appointed)</b>		Appointed by the Chief to appropriate pay within range and evaluated annually for increases.			
<b>Captain/Assistant Chief</b>	29.89	30.74	31.62	32.51	34.39

Certification Pay	Patrol Officers	Dispatch
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Basic	\$50 per month	Basic \$50.00 per month
Intermediate	\$150 per month	Intermediate \$75.00 per month
Advanced	\$250 per month	Advanced \$100.00 per month
Master	\$350 per month	Master \$200.00 per month
		Dispatch CTO \$100 per month
		Shift Allow. \$100.00 per month
Education	\$1.00 per three semester hours; minimum 30 hours; maximum \$40.00 per month	

### Assignment Pay

Shift Differential		\$100 per month (no shift diff while in FTO training, includes dispatch)
Drug Investigation Unit		\$200 per month
Criminal Investigation Unit		\$100 per month
Department's Polygraph Operator		\$200 per month
Field Training Officer		\$100 per month (when training officer)
Field Training Coordinator		\$100 per month
Shift Differential		\$100 per month
Bilingual Pay		\$100 per month
Longevity Pay		\$6.00 per month per number of years of service
CID Cell Phone		\$50 per month
EMT Certification Pay	Basic	\$40 per month
	Inter	\$50 per month
	Paramedic	\$250 per month
Code Enforcement Certificatio	Level I	\$100 per month
	Level II	\$150 per month
Animal Control On-Call		\$50 per pay period



## **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**

#### **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 applications **must** be received in the Human Resources 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.
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# APPLICATION FOR EMPLOYMENT

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		
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FROM	TO	Employer	Telephone#
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