

## EMPLOYEE BIOGRAPHICAL SKETCH

1. NAME: \_\_\_\_\_ VACANCY NUMBER: \_\_\_\_\_  
 ELECTRONIC MAILING ADDRESS: \_\_\_\_\_  
 SURFACE MAILING ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 PHONE NUMBER: \_\_\_\_\_

2. EXPERIENCE: *(List last 15 years, beginning with the most RECENT DATE. Clearly identify any temporary promotions.)*

DATES <i>(From MO/YR)</i>	POSITION TITLE, SPECIALTY SERIES, GRADE/STEP	ORGANIZATION NAME/LOCATION NAME & TELEPHONE NO. OF IMMEDIATE SUPERVISOR

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**3. APPLICABLE EDUCATION AND TRAINING:** *(Beyond High School)*

DEGREE:  
MAJOR/MINOR:  
DATE OF GRADUATION:

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**4. LAST OFFICIAL PERFORMANCE RATING:** *(Check Appropriate Level)*

Outstanding    Superior    Fully Successful    Marginal    Unacceptable

**OFFICIAL RATING MAY BE REQUESTED PRIOR TO SELECTION**

May we contact your supervisor without first notifying you?    YES    NO

Current Supervisor's Name: \_\_\_\_\_

Supervisor's Work Phone: \_\_\_\_\_

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**5. LIST, BY DATE, ANY AWARDS, CITATIONS, OR SPECIAL ASSIGNMENTS:**