



## Instructions for Completing This Form

Full-time, related professional experience must meet the following criteria.

- A. It must be earned after the awarding of a bachelor's degree. Bachelor's degree must be the minimum requirement for the job.
- B. It must be permanent (no summer jobs), and full time (40 hours per week).<sup>\*</sup> However, work experience as a graduate student may be counted if you were enrolled in up to eight quarter hours or up to five semester hours. Therefore, in completing this form, you should list the appropriate work experience earned during graduate student status and the official job title assigned. The System administrative and supervisory staffs will determine whether work experience earned during graduate student status will be classified as related professional experience.
- C. It must be in the broad professional/administrative field of the job for which you are applying.
- D. It must include assignments with other Extension Services.

**Military Service**—Military service is not counted unless it meets the criteria above. There may be cases where a person's military assignment would qualify for certain positions. Examples: Armed Forces Radio, research lab, etc.

**Employer Name and Address** —Give the headquarters location. If your assignment was in a different location, add this information in parentheses. Example: Soil Conservation Service, 15329 Broadway, Bonaire, Arizona 12345 (Cactus County).

**Position**—List the last position title held.

**Major Duties**—The purpose of listing duties is for clarification in evaluating your experience. Be brief but specific. Examples: Taught 11th grade science, approved farm loans, supervised lab technicians, etc.

**Dates**—Complete dates as accurately as possible. If you are not sure of the day, give the best estimate you can. The month and year must be exact.

*\*Work experience received while in an Agent Assistant classification may be counted, even though such experience may be earned on a part-time basis.*