

NETWORKS PLANNER/SCHEDULER (S&WB)

WORK HISTORY FORM - 2010

Announcement Number: 8454

Class Code: C3308

INSTRUCTIONS:

Completion of the Work History Form is part of the selection process for the Networks Planner/Scheduler (S&WB) position. Your grade will depend, in part, on the information you provide here. Your grade also will be judged, in part, by your professional licenses and any other relevant documentation which must be submitted. Civil Service reserves the right to determine the relevance of any listed experience and/or training.

This form is divided into four sections. They are:

1. Work experience
2. Training
3. Licenses
4. Appointing Authority Verification

Specific instructions for completing the sections of this form are stated at the beginning of the actual sections. You are responsible for carefully following all instructions. If for any section there are not enough blanks for you to list your experience, please attach (as necessary) additional sheets containing all information requested for that section. Please be honest, specific, and complete when filling out this form. Civil Service must be able to use the information you supply on this Work History Form to determine if you meet the minimum qualifications as listed in the announcement for this position. In filling out this Work History Form, *please use the announcement as a reference.*

The last day that you can return your *completed application* for this position is:

Thursday, February 4, 2010.

Return your completed and signed *Work History Form* to Room 7W03, City Hall, no later than:

Thursday, February 18, 2010.

If either your application or your Work History Form is not received in this office by 5:00 p.m. on the above mentioned date, we will assume that you are no longer interested in the position. Again, please make certain that all forms are **RECEIVED** by the above dates (we cannot be held responsible for the mail).

CERTIFICATION:

I hereby certify that this form contains no willful misrepresentation or falsification; that information given by me is true and complete to the best of my knowledge and belief. I am aware that, should investigation at any time disclose any such misrepresentation or falsification, my application may be rejected, my name may be removed from the employment list, and I may be disqualified from applying in the future for positions in the Civil Service of the City of New Orleans.

Signature: _____ Date: _____

Name (please print): _____

Social Security #: _____

IMPORTANT: Check to make certain that you have completed each item fully and accurately. Your examination grade will depend upon the information you have provided.

SECTION 1. WORK EXPERIENCE - INSTRUCTIONS

In this section you are asked to describe your experience related to the position of Networks Planner/Scheduler. It will be to your advantage to be as thorough as possible in listing your relevant work experience.

NOTES:

- 1. If, in reviewing your form, it is found to be incomplete it may be rejected or returned to you for more information.**
- 2. In describing your experience, please list your most recent experience first.**
- 3. To be considered an employee's supervisor, you must have done all of these:**
 - a. assigned and reviewed the employee's work.**
 - b. signed payroll time cards/ time sheets or approved requests for time off.**
 - c. completed performance appraisal / service rating forms on the employee.**
- 4. Forms are provided to describe three positions on the following pages. The first two are labeled "POSITION #1" and "POSITION #2." The final form is labeled "POSITION # ____". If you need to describe more than three positions, copy this final form (pages 7 & 8) and complete these.**

Number the position described in the blank provided (when describing positions 3 or greater).

SECTION 2. TRAINING

High School Diploma / GED

You must have a High School Diploma or GED issued by a State Department of Education. An original of this document must be submitted by February 18, 2010. This section is for Civil Service to verify that your diploma or GED has been submitted.

1. Diploma / GED Submitted: _____ YES _____ NO (reject application)

SECTION 3. CERTIFICATION

As per the official announcement for this position, you must submit: 1. a valid Louisiana Commercial Driver's License; 2. a Class 4 Wastewater Collections License; and 3. a Class 4 Water Distribution License. This section is for Civil Service to verify that these certifications have been submitted.

1. Louisiana CDL Submitted: _____ YES _____ NO (reject application)

2. Class 4 Wastewater Collections Submitted: _____ YES _____ NO (reject app.)

3. Class 4 Water Distribution Submitted: _____ YES _____ NO (reject app.)

SECTION 4. APPOINTING AUTHORITY VERIFICATION

As per the official announcement for this position, this form must be signed by the appointing authority verifying the experience listed within. Use this section for this requirement.

I have reviewed the experience described within this form and, by my signature, verify its authenticity

Appointing Authority or Designee Signature

Date

Please Print