

Buildings Maintenance Manager (Electrical)

WORK HISTORY FORM - 2009

Announcement

<u>Number</u>	<u>Class Title</u>	<u>Class Code</u>
8349	Buildings Maintenance Manager (Electrical)	C2413

INSTRUCTIONS:

Completion of the Work History Form is part of the selection process for the Buildings Maintenance Manager (Electrical) position.

Your grade will depend, in part, on the information that you provide here. Your grade also will be judged, in part, by your license and any other relevant documentation. Civil Service reserves the right to determine the relevance of any listed experience.

You are responsible for carefully following all instructions. If there are not enough blanks for you to list your experience, please attach (as necessary) additional sheets containing all information requested for that section. 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:

Friday, June 5, 2009.

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

Friday, June 19, 2009.

If any of your official documentation is not received in this office by 5:00 p.m. on the respective due date for that form, 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): _____

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.

INSTRUCTIONS

Describe your experience related to the position of Buildings Maintenance Manager (Electrical). 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).

Work Experience - POSITION #1 (continued)

d. Duties (continued) *(please provide an approximate percentage of time spent doing the duties listed):*

	<u>% of time</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

e. Did this position require you to supervise employees? **YES** **NO**
 If YES, list the name and title of these employees:

Name:	Title:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

f. Was this position Full-time or Part-time? **Full-time** **Part-time**
 If part-time, please provide the approximate number of hours per week worked: _____

g. Was this position salaried or hourly? **Salaried** **Hourly**

Work Experience - POSITION #2 (continued)

d. Duties (continued) *(please provide an approximate percentage of time spent doing the duties listed):*

	<u>% of time</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

e. Did this position require you to supervise employees? **YES** **NO**
If YES, list the name and title of these employees:

Name:	Title:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

f. Was this position Full-time or Part-time? **Full-time** **Part-time**
If part-time, please provide the approximate number of hours per week worked: _____

g. Was this position salaried or hourly? **Salaried** **Hourly**

Work Experience - POSITION # _____ (continued)

d. Duties (continued) *(please provide an approximate percentage of time spent doing the duties listed):*

	<u>% of time</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

e. Did this position require you to supervise employees? **YES** **NO**
 If YES, list the name and title of these employees:

Name:	Title:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

f. Was this position Full-time or Part-time? **Full-time** **Part-time**
 If part-time, please provide the approximate number of hours per week worked: _____

g. Was this position salaried or hourly? **Salaried** **Hourly** _____

** If additional space is needed to list positions in which you had this experience, please attach (as necessary) additional sheets.