Utility Senior Services Manager (Economically Disadvantaged Business Program)
Work History Form - 2013

Announcement # 8830 Class Code: C3095

Completion of this *Special Work History Form* is part of the selection process for the Utility Senior Services Manager (Economically Disadvantaged Business Program) position.

This form is divided into two sections. They are:

I. Work experience, and
II. Post-Secondary Training.

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.*** Specific instructions for these sections appear at the beginning of the actual sections. You are responsible for carefully following all instructions.

Return your completed and signed *Work History Form* to Civil Service (Suite 900 -1340 Poydras) **within two weeks of application.** If official documentation is not received in this office by 5:00 p.m. on the due date, we will assume that you are no longer interested in the position.

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

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): _____

INSTRUCTIONS:

SECTION I. WORK EXPERIENCE

In this section you are asked to describe your work experience. It will be to your advantage to be as thorough as possible in your description.

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. Describe the type of duties performed and approximate the percentage of time doing them.**

3. **Professional experience is experience obtained after receipt of a Bachelor's Degree.**

4. **An exempt position is salaried.**

5. **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.**

6. **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).

PROFESSIONAL EXPERIENCE - POSITION #1:

Describe your responsible professional administrative experience in contract procurement or purchasing. Include if this position required working with laws/policies regarding DBE, WBE, or MBE programs. First, briefly list the area in which you worked. Then, answer all of the related questions *(a - g)* for each position held.

a. Describe briefly the area of work.

_____

_____

_____

Job Title:_____

Organization/Department/Unit:_____

Address: _____

_____

_____

b. Dates:_____ to _____
month/year month/year

c. Name of Supervisor:_____ Phone number: _____
(May we contact this person ___ yes ___ no)

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

	% of time

PROFESSIONAL EXPERIENCE - POSITION #1 (*Continued*):

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

	% of time

e. Did this position require you to supervise employees performing contract procurement or purchasing duties? _____ **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**

PROFESSIONAL EXPERIENCE - POSITION #2:

Describe your responsible professional administrative experience in contract procurement or purchasing. Include if this position required working with laws/policies regarding DBE, WBE, or MBE programs. First, briefly list the area in which you worked. Then, answer all of the related questions *(a - g)* for each position held.

a. Describe briefly the area of work.

_____

_____

_____

Job Title:_____

Organization/Department/Unit:_____

Address: _____

_____

_____

b. Dates:_____ to _____
month/year month/year

c. Name of Supervisor:_____ Phone number: _____
(May we contact this person ___ yes ___ no)

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

	% of time

PROFESSIONAL EXPERIENCE - POSITION #2 (*Continued*):

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

	% of time

e. Did this position require you to supervise employees performing contract procurement or purchasing duties? _____ **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**

PROFESSIONAL EXPERIENCE - POSITION #_____:

Describe your responsible professional administrative experience in contract procurement or purchasing. Include if this position required working with laws/policies regarding DBE, WBE, or MBE programs. First, briefly list the area in which you worked. Then, answer all of the related questions *(a - g)* for each position held.

a. Describe briefly the area of work.

_____

_____

_____

Job Title:_____

Organization/Department/Unit:_____

Address: _____

_____

_____

b. Dates:_____ to _____
month/year month/year

c. Name of Supervisor:_____ Phone number: _____
(May we contact this person ___ yes ___ no)

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

	% of time

PROFESSIONAL EXPERIENCE - POSITION #_____ (*Continued*):

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

	% of time
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

e. Did this position require you to supervise employees performing contract procurement or purchasing duties? _____ **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 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.**

SECTION II. POST-SECONDARY EDUCATION

Describe your post-secondary (college) education. In your description, list only education received from an accredited college or university (see note below).* Original college diplomas and / or official college transcripts must be presented within two (2) weeks of application. The information you provide in this section will assist us in scoring this section of the *Work History Form* and in verifying that appropriate documentation has been submitted.

1. a) Name of the institution _____

   b) Type of degree (BA, BS, MS, MPA, etc.) _____

   c) Year graduated _____

   d) Major _____

2. a) Name of the institution _____

   b) Type of degree (BA, BS, MS, MPA, etc.) _____

   c) Year graduated _____

   d) Major _____

3. a) Name of the institution _____

   b) Type of degree (BA, BS, MS, MPA, etc.) _____

   c) Year graduated _____

   d) Major _____

** **NOTE: An accredited college or university is an institution that is accredited as a college or university by an organization that is recognized by the USDE (United States Department of Education). Also, a transcript may also be requested. Civil Service reserves the right to determine which areas of study are "closely related".***