

**DUTCHESS COUNTY PERSONNEL DEPARTMENT  
EQUAL EMPLOYMENT OPPORTUNITY OFFICE**

22 Market Street  
Poughkeepsie NY 12601  
Phone: (845)486-2166  
Fax: (845)486-2186

**EXAMINATION HOTLINE: (845) 486-2167  
WEB SITE: www.co.dutchess.ny.us  
FOR EXAMINATION OR RECRUITMENT ANNOUNCEMENTS**

EARL T. BRUNO  
Commissioner of Personnel

CURTIS R. FORBES  
E.E.O. Officer

**JOB REFERENCE FORM**

Submission of this completed questionnaire will enable the EEO Office to assist you in your search for County employment. The information you provide will be placed in a "computerized resume bank" so that we can contact you concerning vacancies or examinations with qualifications that are comparable to yours. *We cannot guarantee notification of all postings.* Therefore, we suggest you contact this office periodically or call the Examination Hotline. **Your file will remain active for one (1) year.**

**Required Information:** \_\_\_\_\_ **Male - or - Female** \_\_\_\_\_

LAST NAME \_\_\_\_\_ FIRST \_\_\_\_\_ MI \_\_\_\_\_  
ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
TELEPHONE (\_\_\_\_) \_\_\_\_\_ SOCIAL SECURITY # \_\_\_\_\_

**EDUCATION**

HIGH SCHOOL \_\_\_\_\_ GRADUATED - YES \_\_\_\_\_ NO \_\_\_\_\_

COLLEGE (1) \_\_\_\_\_ DEGREE - YES \_\_\_\_\_ NO \_\_\_\_\_

ADDRESS \_\_\_\_\_

MAJOR \_\_\_\_\_ YEAR COMPLETED \_\_\_\_\_

COLLEGE (2) \_\_\_\_\_ DEGREE - YES \_\_\_\_\_ NO \_\_\_\_\_

ADDRESS \_\_\_\_\_

MAJOR \_\_\_\_\_ YEAR COMPLETED \_\_\_\_\_

**VOLUNTARY INFORMATION REQUEST FOR AFFIRMATIVE ACTION RECORD KEEPING**

**PLEASE CHECK THE ONE WHICH BEST DESCRIBES YOUR RACE / ETHNICITY**

WHITE \_\_\_\_\_ ASIAN OR PACIFIC ISLANDER \_\_\_\_\_

AFRICAN AMERICAN \_\_\_\_\_ NATIVE AMERICAN \_\_\_\_\_

HISPANIC \_\_\_\_\_ OTHER(Specify) \_\_\_\_\_

**CHECK IF ANY ARE APPLICABLE**

VIETNAM ERA VETERAN (December 22, 1961 to May 7, 1975) \_\_\_\_\_ DISABLED \_\_\_\_\_

**OTHER TRAINING / CERTIFICATIONS / LICENSES**

SCHOOL (1) \_\_\_\_\_ GRADUATED-YES \_\_\_\_\_ NO \_\_\_\_\_

COURSE OF STUDY \_\_\_\_\_ YEAR COMPLETED \_\_\_\_\_

SCHOOL (2) \_\_\_\_\_ GRADUATED- YES \_\_\_\_\_ NO \_\_\_\_\_

COURSE OF STUDY \_\_\_\_\_ YEAR COMPLETED \_\_\_\_\_

PROFESSIONAL LICENSES / CERTIFICATIONS \_\_\_\_\_

DRIVERS LICENSE - CLASS \_\_\_\_\_ RESTRICTIONS / ENDORSEMENTS \_\_\_\_\_

**APPLICABLE WORK EXPERIENCE**

EMPLOYER

NAME(1) \_\_\_\_\_

ADDRESS \_\_\_\_\_

POSITION \_\_\_\_\_ DATE EMPLOYED \_\_\_\_\_ TO \_\_\_\_\_

DUTIES \_\_\_\_\_

EMPLOYER

NAME(2) \_\_\_\_\_

ADDRESS \_\_\_\_\_

POSITION \_\_\_\_\_ DATE EMPLOYED \_\_\_\_\_ TO \_\_\_\_\_

DUTIES \_\_\_\_\_

**TYPE OF EMPLOYMENT DESIRED** (Check Applicable)

ADMINISTRATIVE/ MANAGEMENT \_\_\_\_\_ HEALTH / HUMAN SERVICES \_\_\_\_\_

PROFESSIONAL \_\_\_\_\_ ADMIN. / CLERICAL SUPPORT \_\_\_\_\_

PARAPROFESSIONAL \_\_\_\_\_ TECHNICAL / SKILLED CRAFT \_\_\_\_\_

PROTECTIVE SERVICES \_\_\_\_\_ LABOR / MAINTENANCE \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_