

**HIRE System Checklist for
Completion of the Employment Application
(PD100)**

Use the following checklist to assist you in completing the PD100.

- The geographic location(s) the applicant is willing to work is included in the Work Schedule Section.
- The Education/Training History Section shows credits completed (quarter, semester, or clock hours), the course of study (list major) type of degree or certification earned, and whether the applicant graduated and received a degree and/or diploma. Photocopy of college transcript(s) is provided if required on the classification specification.
- Required skills (license/certificate number or typing speed) - are indicated in the Specialized Skills and Knowledge Section of the PD100.
- The Work History Section, or additional work history shows complete dates, months and/or years and average number of hours worked per week. Clearly describe all the duties in the Work History Section. Indicate the percentage of time that was spent doing the duties that qualify you for the job if they were not the main duties. Examples: Bookkeeping 4 hours out of a 40 hour week = 10%; or 5 hours out of a 20 hour week = 25%.
- The Certification and Signature Section is signed in ink, dated and readable.
- Skill Codes supplements, or resume are completed and attached if requested on the classification specification.