

Entrance Requirement Verification Form (Form 527)

Municipal or State Department: _____

Job Title: _____

Certification Number: _____

(ConTest job titles do not require a certification number)

Directions:

1) The applicant is responsible for completing PART A of this form.

2) The appointing authority is responsible for completing PART B of this form.

PART A: To be completed by the applicant

Personal Information:

Name: _____

Residential Address: _____ Apt. # _____ P.O. Box _____

City: _____ State: _____ Zip: _____

Daytime Phone: () _____ E-Mail: _____

Social Security Number: _____ - _____ - _____ Date of Birth: _____ / _____ / _____

I certify under pain and penalty of perjury that I have read the entrance requirements established for the above title, and that I meet those entrance requirements in the following ways:

Experience:

Include dates, places of employment, number of hours per week and if you performed supervisory experience (if required).

Educational Substitutions:

Graduate? Please check one. List course or major:

High School Yes _____ No _____ Course: _____

Associate Degree Yes _____ No _____ Major: _____

Bachelor's Degree Yes _____ No _____ Major: _____

Graduate Degree Yes _____ No _____ Major: _____

Non-degree: Number of Semester Hours: _____ Major: _____

Business or Trade School Name: _____

Did you receive a certificate from this school? Yes _____ No _____ Other: _____

License/Registration/Certification: Indicate the name and class of license, registration or certificate:

License Number _____ Date of First License(Month/Day/Year) _____ Date of Latest Renewal (Month/Day/Year) _____

Issuing Authority or Agency: _____ Location of Issuance: _____

Signature of Applicant: _____ Date: _____

PART B: To be completed by the Appointing Authority:

Please (☐) indicate if the applicant meets or does not meet the minimum entrance requirements established for the position.

I swear, under the pains and penalties of perjury, that I have reviewed the qualifications of this applicant and the entrance requirements established for the position above and that the applicant meets ☐ does not meet ☐ the entrance requirements.

If the above applicant is determined not to meet the entrance requirements, the Appointing Authority must state below reasons for this determination: _____

I swear, under the pains and penalties of perjury, that I have notified the applicant in writing of this decision and of his or her right to appeal.

Name of appointing authority: _____
(please print first and last name)

Signature of appointing authority: _____ Date: _____