

## PLANNING AIDE - Supplemental Questionnaire

**INSTRUCTIONS:** The purpose of the Supplemental Questionnaire is to identify your job related qualifications. The Application and Supplemental Questionnaire must be **fully** completed. Work history listed in the Supplemental Questionnaire **must** also be provided in the Application. Your Application, Supplemental Questionnaire, College Transcripts, and other material will be reviewed and a score assigned based on information submitted.

**Failure to submit a Supplemental Questionnaire or answer all questions will result in disqualification.** A resumé will **not be accepted** as a substitute for full completion of the required Application and Supplemental Questionnaire. If more space is needed attach additional sheets, limit each response to ½ page.

**For positions requiring college education, a legible official or student transcript (copies accepted) issued by the institution must be submitted for verification or you will be disqualified. Computer downloads of student records, grade/advisor reports, degree plans, class schedules, etc. will not satisfy this requirement.** For positions that do not require college education, providing transcripts may increase your score and ranking on the employment register. To receive credit for other courses, classes or seminars, a copy of certificate(s) should be submitted with each Application.

### **FAILURE TO ANSWER ALL QUESTIONS WILL RESULT IN DISQUALIFICATION.**

**To meet the Minimum Qualification Requirements for this position, you must have completed at least one year's study and be currently enrolled in a recognized college or university in city planning, architecture, civil engineering or closely related field.**

#### **YOU MUST SUBMIT THE FOLLOWING ITEMS WITH YOUR APPLICATION PACKET:**

- A. A legible copy of your **transcript** from your college or university showing all completed courses.
  - B. Proof of **current** enrollment. This can be a letter from your college or university stating that you are currently enrolled or a current official registration form.
1. Are you currently enrolled in a recognized college or university? Yes \_\_\_\_\_ No \_\_\_\_\_
  2. Name of college or university attending: \_\_\_\_\_
  3. What is your current major? \_\_\_\_\_
  4. Check your current college status: Freshman \_\_\_\_ Sophomore \_\_\_\_ Junior \_\_\_\_ Senior \_\_\_\_ Graduate \_\_\_\_

### **FAILURE TO SUBMIT A TRANSCRIPT AND PROOF OF CURRENT ENROLLMENT WITH YOUR APPLICATION WILL RESULT IN DISQUALIFICATION**

**For the following questions, indicate the name(s) of your employer(s), your title(s), duties, responsibilities and the length of time duties were performed with *each* employer.**

5. Provide examples of your training or work experience that demonstrate the ability to assist with planning studies which involve land use, zoning, traffic circulation, population and community facilities.



