

## FIELD AUDITOR - 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.**

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1. This position requires possession of a valid driver's license from your state of residency. Do you possess a valid driver's license?

Yes \_\_\_\_\_ No \_\_\_\_\_

### **FAILURE TO SUBMIT A LEGIBLE COPY OF YOUR VALID DRIVER'S LICENSE WITH YOUR APPLICATION WILL RESULT IN DISQUALIFICATION**

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2. Field Auditor requires a minimum of a bachelor's degree from a recognized college or university in accounting or business administration. Describe your educational background. List the name(s) of the school(s) attended, degree(s) awarded, major(s) and date(s) degree(s) conferred.

### **TRANSCRIPTS MUST BE SUBMITTED WITH APPLICATION FOR POSITIONS REQUIRING COLLEGE EDUCATION**

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**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.**

3. Field Auditor requires at least one year's responsible accounting and auditing experience. Describe your qualifying experience.

A. Accounting Experience:

B. Auditing Experience:



