

SECRETARY I - 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.

1. Secretary I requires graduation from a standard senior high school or G.E.D supplemented by courses in typing and general office procedures. Describe your educational background. List the name(s) of the school/college attended, dates attended, major(s) and degree attained.

TRANSCRIPTS MUST BE SUBMITTED WITH APPLICATION FOR POSITIONS REQUIRING COLLEGE EDUCATION

For the following questions, indicate the names of your employers, your titles, duties, responsibilities and the length of time duties were performed with *each* employer.

2. Secretary I requires a minimum of one year's responsible office clerical experience that may include composing letters, typing and filing. Describe your qualifying experience.

**SUPPLEMENTAL QUESTIONNAIRE
 APPLICANT DATA SHEET
 MOBILE COUNTY PERSONNEL BOARD**

APPLICANT INSTRUCTIONS: 1 – WRITE YOUR NAME AND SOCIAL SECURITY #
 2 – SELECT EMPLOYMENT TYPE
 3 – SELECT JURISDICTIONS
 4 – SIGN AND DATE THE FORM

SECRETARY I (001700) 12152
 Examination Announcement #

 Applicant Name Applicant SS#

EMPLOYMENT TYPES: Check all you will accept.

- FULL TIME PART TIME TEMPORARY SEASONAL SUPERNUMERARY
 (SUBSTITUTE) SHIFT WORK

JURISDICTION/SALARY: **Check all you will accept AS INDICATED BY SALARY.**

- | | | | |
|---|-----------------------|---|-----------------------|
| <input type="checkbox"/> 01-MOBILE COUNTY | \$ 25,318 - \$ 40,475 | <input type="checkbox"/> 02-CITY OF MOBILE | \$ 25,318 - \$ 40,475 |
| <input type="checkbox"/> 03-PRICHARD | \$ 18,012 - \$ 27,936 | <input type="checkbox"/> 05-SARALAND | \$ 26,650 - \$ 42,605 |
| <input type="checkbox"/> 11-MOBILE WATER | \$ 27,983 - \$ 44,735 | <input type="checkbox"/> 12-HEALTH DEPT | \$ 25,318 - \$ 40,475 |
| <input type="checkbox"/> 13-HOUSING BOARD | \$ 26,650 - \$ 42,605 | <input type="checkbox"/> 14-EMERGENCY MGMNT | \$ 26,650 - \$ 42,605 |
| <input type="checkbox"/> 15-PERSONNEL BOARD | \$ 25,318 - \$ 40,475 | <input type="checkbox"/> 16-PRICHARD WATER | \$ 26,650 - \$ 42,605 |
| <input type="checkbox"/> 20-MOB PUB LIBRARY | \$ 25,318 - \$ 40,475 | <input type="checkbox"/> | |
| <input type="checkbox"/> | | <input type="checkbox"/> | |
| <input type="checkbox"/> | | <input type="checkbox"/> | |
| <input type="checkbox"/> | | <input type="checkbox"/> | |
| <input type="checkbox"/> | | <input type="checkbox"/> | |
| <input type="checkbox"/> | | <input type="checkbox"/> | |

 Applicant Signature Date

For Office Use Only:

CERTIFICATION NOTES

Items Received:

Analyst Initials Date