

DATA BASE ANALYST II - 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. Data Base Analyst II requires completion of a formal course of training in electronic computer programming, preferably a bachelor's degree. Describe your training and educational background and explain how it has helped you to meet this requirement. 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

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.

2. Data Base Analyst II requires a minimum of three years' experience in computer programming and systems analysis, preferably including experience with a relational data base system. Describe your qualifying experience. In your response, be sure to include the information requested in statement above.

