

CLERK/DRIVER - 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. Clerk/Driver requires possession of a valid commercial driver's license. Do you possess a valid commercial driver's license?

Yes _____ No _____ Type of CDL _____ Endorsements _____

FAILURE TO SUBMIT A LEGIBLE COPY OF YOUR VALID COMMERCIAL DRIVER'S LICENSE 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.

2. Clerk/Driver requires graduation from a standard senior high school or G.E.D. and knowledge of traffic rules and regulations. Describe your educational background. List the name(s) of the school(s) attended, degree(s) awarded, major(s) and date(s) degree(s) conferred and explain how you acquired a good knowledge of traffic rules and regulations.

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.

3. This position requires a minimum of one year's experience in clerical work and in the operation of a bus or similar sized equipment. What experience have you had that lets you meet this requirement? In your response, give the information requested above.

4. A Clerk/Driver performs routine maintenance and ensures that the vehicle is kept in good operating condition. Describe the steps that you will take in performing routine maintenance on the vehicle.

5. A Clerk/Driver keeps statistics, records on activities and prepares mileage reports. Provide an example of your experience that would demonstrate your ability to perform these functions.

6. A Clerk/Driver must adhere to prescribed routines and follow written and oral directions. What evidence can you offer to show that you have the ability to perform these duties?

7. A Clerk/Driver must have a good knowledge of the occupational hazards and necessary safety precautions used in the operation of equipment. What evidence can you offer to show that you possess this knowledge?

Certification of Applicant: I hereby certify that I am the author of this questionnaire and that all information presented is true and based on my background, education and experience. I agree and understand that misstatements or omissions of material facts herein may forfeit my rights to employment under the jurisdiction of the Personnel Board for Mobile County.

_____ Date _____ Signature _____

**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

CLERK/DRIVER (013170) 12254
 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"/> 02-CITY OF MOBILE | \$ 24,098 - \$ 38,524 | <input type="checkbox"/> 12-HEALTH DEPT | \$ 24,098 - \$ 38,524 |
| <input type="checkbox"/> 20-MOB PUB LIBRARY | \$ 24,098 - \$ 38,524 | <input type="checkbox"/> | |
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 Applicant Signature Date

For Office Use Only:

CERTIFICATION NOTES

Items Received:

Analyst Initials Date