

PUBLIC SERVICE WORKER 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. A Public Service Worker I may be required to possess a valid driver's license from state of residence. Do you possess a valid driver's license?

Yes _____ No _____

2. A Public Service Worker I must have the ability to understand and follow written and oral instructions.

A. What is the highest grade that you completed in school?

B. List any other training (safety, equipment operator, etc.) that you have had that would relate to Public Service Worker I.

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.

3. A Public Service Worker I performs a variety of unskilled and semi-skilled labor tasks. List the tasks that you perform on your current job.

4. A Public Service Worker I must be able to perform heavy manual work under varying weather conditions. Give examples of your work experience that demonstrate your ability to work in these conditions.

5. A Public Service Worker I keeps routine records. Give examples of your work experience that demonstrate your ability to perform this function.

6. A Public Service Worker I performs tasks which require physical strength and stamina. Provide examples of your work experience that would show you can perform such tasks.

7. Provide examples of your work experience that demonstrate your ability to use hand and power tools. Be sure to name the tools that you have used and how long you have used them.

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 _____
