

## **GRANTS DEVELOPER - 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. Grants Developer requires a minimum of a bachelor's degree in accounting, business administration, public administration or related field. Describe your educational background. List the name(s) of the college/university attended, dates attended, major(s) and degree attained.

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

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

2. Grants Developer requires a minimum of three years responsible experience in the research, development, writing and administration of federal, state or private grant assistant programs. Describe your qualifying experience.



