Supplemental Application Form
Public Works Specialist
Recruitment Number 06671208

Human Resources
276 Fourth Avenue
Chula Vista CA 91910
Job Hotline (619) 691-5096

Last Name First Name MI

INSTRUCTIONS: Before completing this application, read the requirements that are stated on the job announcement. If you do not meet these requirements, do not apply as your application will be rejected. This questionnaire is NOT a substitute for the official City application. You must complete both forms completely. The information contained in the employment and supplemental applications will be used to determine your eligibility to compete and will be evaluated in the recruitment process. Failure to complete both forms will result in immediate disqualification from the recruitment process.

Section 1. MINIMUM REQUIREMENTS

A. Education

Do you possess education equivalent to completion of twelfth grade supplemented by college coursework in business, public administration, or related field?

☐ Yes ☐ No

B. Experience

Do you possess at least two years of responsible administrative clerical or technical experience?

☐ Yes ☐ No

Please provide the position title(s) that provided you with this experience and the length of your experience.

Position Title	Length of Experience
	years months
	years months
	years months
	years months

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Section 2. INDEPENDENT ASSIGNMENTS / SPECIAL PROJECTS

Do you have experience in conducting independent work tasks or special projects? ☐ Yes ☐ No

If yes, describe **ONE** special project you were asked to work on. Your response must include: (1) a brief description of assignment /project; (2) your role; (3) processes used in completing this project; (4) end product or result of this project; (5) to whom this project was submitted.

Brief description of assignment / project:

Your role: ☐ Assist ☐ Lead

Process(es) used in completing this project:

End product / result of completing this project:

To whom this project was submitted:

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Section 3. COMPUTER PROFICIENCY

Describe your proficiency in the following software applications. Please note that during the interview, you may be asked to elaborate on any stated knowledge / skill.

Use the following definitions in describing your level of proficiency:

Level I	Level II	Level III
Developing skills in using this program	**Proficient in using this program**	**Excel in using this program**
Able to produce routine letters, memo, informal reports and/or work with data in worksheets; familiar with **basic** formatting, editing, and printing concepts.	Able to create a variety of templates, complex tables, integrate functions, and manipulate databases. Able to use complex query techniques, create efficient forms and macros.	Able to produce large and complex formal documents that require graphic elements; analyze and manipulate data and manage macro commands. Able to automate some operations. Can appropriately tutor/teach program to others.

Program	Work produced using this program	Proficiency Level			
		No Experience	Level I	Level II	Level III
Microsoft Word		☐	☐	☐	☐
Microsoft Excel		☐	☐	☐	☐
Microsoft Access		☐	☐	☐	☐
Work Management Systems: Master Works (GBA)		☐	☐	☐	☐
City Works		☐	☐	☐	☐
Hansen		☐	☐	☐	☐
Stantec		☐	☐	☐	☐
Cartegraph		☐	☐	☐	☐
GIS / Arc Map		☐	☐	☐	☐
Flexi Data		☐	☐	☐	☐
CV Mapper		☐	☐	☐	☐
Map Objects		☐	☐	☐	☐
Crystal Reports		☐	☐	☐	☐

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Section 4. REPORT WRITING EXPERIENCE

Describe your experience in preparing a variety of materials and/or reports. Your response should include: (1) title of report prepared; (2) purpose of report; (3) to whom report was submitted; and (4) frequency of preparing the report.

Title of Report	Purpose of Report	To whom report was submitted	Frequency of preparing the report
			☐ Daily ☐ Weekly ☐ Monthly
			☐ Daily ☐ Weekly ☐ Monthly
			☐ Daily ☐ Weekly ☐ Monthly

Certificate from Applicant

I swear or affirm that the information presented above is true and correct to the best of my knowledge. I undertand that misleading or false information may result in my disqualification from the recruitment process and/or removal from the eligibility list.

Name Signature Date