

**EAST BAY REGIONAL PARK DISTRICT
SENIOR OFFICE ASSISTANT
SUPPLEMENTAL STATEMENT - 2012**

APPLICANT NAME _____

The purpose of the Supplemental Statement is for you to identify, and expand on, your qualifications in specific job related areas. It is important that both sections of this form are completed thoroughly and concisely. You are welcome to attach a resumé, but not in substitution for this Supplemental Statement.

SECTION I

Please indicate your level of experience (none, beginner, intermediate, or advanced), for each of the Microsoft programs:

_____	Word 2007
_____	Excel
_____	Access
_____	PowerPoint
_____	Outlook
_____	Internet
_____	Other (_____)
_____	Other (_____)

SECTION II

You are limited to two (8½" x 11") pages to respond to the following requests for information about your work related experience. When describing your experience, first indicate the job you gained the experience by referring to #11 of the application form and identify that job by letter (a, b, c, etc.).

1. Describe your work related experience pertaining to receiving and screening visitors and phone calls.
2. Describe your work related experience pertaining to the most complex duties you have performed in the following areas: typing correspondence, reports, forms, and specialized documents.
3. Describe your work related experience pertaining to maintaining records.
4. Describe your work related experience pertaining to data input.
5. After reading the job announcement, please describe additional work related qualifications you possess.

I certify that the information I have provided is true and correct to the best of my knowledge. I understand that misrepresentation of information may cause me to forfeit all rights to employment with the East Bay Regional Park District.

Signature _____