

East Bay Regional Park District

Park Services Attendant

Supplemental Questionnaire

APPLICANT NAME _____

The purpose of the Supplemental Questionnaire is for you to identify, and expand on, your qualifications in specific job related areas. It is important that this form is completed thoroughly and concisely. This supplemental questionnaire and your regular application will be evaluated on a competitive basis to determine which applicants will continue in the selection process. Therefore, it is important that you describe your work experience thoroughly and accurately. Be specific. Your supplemental questionnaire must also demonstrate your ability to write concise and well-organized documents using correct grammar, spelling and punctuation. You are limited to a total of two (2) typed (8 ½ x 11) pages to respond.

1. Describe the various aspects of your public contact experience, including the type of contact (in-person, phone, etc.); the amount of contact (occasional, frequent, etc.); and level of activity (slow-paced, fast-paced, etc.). Select the job from your application where you had the most public contact experience for to answer this question.

2. Describe your cash handling and accounting for money duties, including the type of money accounting required (bookkeeping, balancing cash registers, etc.); equipment used (electronic cash register, calculator, computer, etc.); estimate of daily cash flow; and related reports made. Select the job from your application where you had the most experience with handling and accounting for money.

3. Select the job from your application which required you to do the most cleaning or groundskeeping. Describe specific maintenance tasks you were required to perform.

4. Please list any special skills/education/experience you may have that relate to this job. For example, do you have any previous or current park or recreation experience, or special certificates or training in any field related to the job duties.

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 _____