

Human Services Financial Assistance Specialist Application Supplement

APPLICANT NAME: _____ DATE: _____

INSTRUCTIONS:

Please complete the following and sign and return with your application for employment.

This information will be used to determine if you meet qualifications as set out in the job description. You are not required to provide the following information, however failure to complete this portion of the application will result in your disqualification from the application process.

MINIMUM REQUIREMENTS

High School Diploma or GED Yes No
Financial Worker Experience Yes No

IF ANY MINIMUM REQUIREMENT ABOVE IS NO, STOP HERE – Not eligible for position.

EDUCATION, TRAINING OR EXPERIENCE

EDUCATION

Post Secondary Education Yes No
Related Post Secondary Certificate Yes No
Related 4-year Degree Yes No

WORK EXPERIENCE

Related Office Experience none less than 12 mo. 12-36 mo. 36 mo.+

Must Describe: _____

Bookkeeping Experience none less than 12 mo. 12-36 mo. 36 mo.+

Must Describe: _____

Interviewing Experience none less than 12 mo. 12-36 mo. 36 mo.+

Must Describe: _____

Related County Experience none less than 12 mo. 12-36 mo. 36 mo.+

Must Describe: _____

COMPUTER EXPERIENCE

Microsoft Word Knowledge none beginner knowledgeable expert

Must Describe: _____

Microsoft Excel Knowledge none beginner knowledgeable expert

Must Describe: _____

BI-LINGUAL:

none novice adequate fluent

Must Describe: _____

VETERAN'S PREFERENCE

Which of the following Veteran's Preferences do you wish to claim:

- No Veteran's Preference
- Veteran's Preference
- Veteran's Preference with Disability
- Spouse of Disabled or Deceased Veteran

(A copy of your DD214 MUST be attached if you claim Veteran's Preference.)

SIGNATURE

I hereby state that the information contained in this document is an accurate description of my qualifications, education, training and experience.

I understand that if I do not describe my experience in a certain area that experience will not be considered when my application is scored. Furthermore I understand that during the application review process, the reviewer will need to be able to match any work experience listed here to a position listed on my application.

Your Signature

Date