

Sign Program Technician Supplemental Questions

Applicant Name: _____ **Date:** _____

1. Which of the following best describes your highest level of education?

- High School Diploma or Equivalent
- Some College Coursework, No Degree Received
- Associate's Degree
- Associate's Degree and additional coursework
- Bachelor's Degree or higher
- None of the Above

2. Which of the following best describes your experience in operating heavy or light motorized equipment, proficiently using hand and power tools, and performing minor services of equipment? If you have part-time work experience, please select the answer that is equivalent to full time.

- Less than 1 year
- 1 year
- 2 years
- 3 years
- 4 years or more
- None of the above

3. Describe how you gained your experience in operating heavy or light motorized equipment, proficiently using hand and power tools, and performing minor servicing of equipment. Include the type(s) of work environment and any tools used to perform your duties. If you do not have this experience, enter NA

4. The duties of this position require the incumbent to possess a valid driver's license and acceptable driving record. An acceptable driver license is a regular, temporary, or commercial license that is lawful, current, and valid. It must be issued by the state or country where the employee actually resides. It must be legal to use in the jurisdiction where the driver is driving. Do you possess a valid, unrestricted motor vehicle operator's license as described above?

- Yes
- No

5. From the following duties/tasks, select all of those you have performed (Your answers must be demonstrated in the work experience section of your resume. If we cannot verify your responses in the work experience section of your resume, your application may be removed from consideration.):

- 1. Communicating with others to obtain needed information.
- 2. Accurately recording and reporting information.
- 3. Maintaining composure and taking appropriate action while providing excellent customer service.
- 4. Following written and verbal instructions to accomplish tasks.
- 5. Skill in the safe use of tools, material and equipment.
- 6. Working on uneven terrain.
- 7. Performing basic outdoor plumbing.
- 8. Performing simple carpentry and painting.
- 9. Performing grounds maintenance.
- 10. None of the above.

6. Describe how you gained the experience performing each of the skills you selected in the previous question. If you did not indicate that you had experience in any of the skills listed in the previous question, enter NA.

7. Which of the following computer application programs do you have experience and proficiency using? Check all that apply.

- Microsoft Word
- Other word processing program
- Microsoft Excel
- Other spreadsheet program
- Microsoft Outlook
- Other email and calendar scheduling program
- Smart phone

8. Describe your experience providing customer service in a difficult situation. What was the outcome, and would you have done anything differently? If you do not have this type of customer service experience, enter NA below.

9. Describe your experience working in a team environment, as part of a small crew charged with accomplishing specific and variable tasks.

Note: The information on your resume must support your responses to the above questions to be considered.

Failure to complete all the required sections and/or attach all the required documentation may result in your application being removed from consideration.

- I have demonstrated my work history in my answers as well as the work history section of my resume and have attached all necessary documents.