

We are pleased you are interested in working for us. The Department offers excellent benefits and an opportunity to serve the citizens of the state. We appreciate the time you will take to complete this questionnaire. To be considered, your application and this completed Questionnaire must be received in Nebraska State Personnel, 301 Centennial Mall South, P.O. Box 94905, Lincoln, NE 68509-4905 or be postmarked by June 30, 2008.

NEBRASKA DEPARTMENT OF REVENUE
REVENUE OPERATIONS CLERK II
#16-04059R-4, Omaha
COMPLIANCE (Audit)
Supplemental Questionnaire

Applicant Name:

Social Security Number:

TERMS AND CONDITIONS OF EMPLOYMENT

Compensation

- This position is covered by a labor contract. If you are selected for this position and offered employment, it will be at the rate of \$12.34 hourly (a current State employee's salary will be determined by the labor contract). Are you willing to accept that rate of pay? ___Yes ___No
Explain: _____

Job Requirements

- You will serve a six-month original probation period. You must meet the performance expectations of the position in order to continue employment. During the probation, your employment can be terminated without cause.
- You must be able to perform the essential functions of this job as described with or without reasonable accommodation.
- Are you willing and able to maintain regular, predictable attendance as an essential function of this job? ___Yes ___No Explain: _____
- Are you willing and able to be and remain current in your state, local and federal tax filing and payment obligations? ___Yes ___No Explain: _____
- You cannot perform tax preparation or consultation work for others (with certain exceptions) while you are an employee of the Department of Revenue. Are you willing and able to meet this requirement? ___Yes ___No Explain: _____

Background Checks

- Any offer of employment will be made contingent on the outcome of our review of your background. Qualified applicants must possess a record that demonstrates: compliance with laws, rules, policies, and procedures; honesty; successful working relationships; regular and predictable attendance; and successful performance of duties.
- Your application must be complete and current. Any omission of information or inaccuracies regarding convictions, employment, or education will affect your chances of employment. Previous employment or criminal problems are not an automatic bar to employment but omissions and inaccuracies generally are.
- Checks that will be conducted:
 - Education Records. If used as a basis for your selection, original transcripts will be requested.
 - Employment Records. Dates of employment, duties held, eligibility for rehire, and attendance will be confirmed. Let us know in the "Additional Information" section if you do not want us to contact your current employer without first contacting you.
 - Criminal Record. New employees will be fingerprinted and checked through a national database.
 - Driving Record – if driving on the job is required, an accumulation of 6 or more points within the previous 24 months will result in a more in-depth review.
 - Tax Records.

INSTRUCTIONS: This information will be used to further evaluate your training and experience as it relates to the position for which you have applied.

Write out the appropriate responses on this form or attach a separate page. For each of the following requests, provide information that supports what you describe. **The supporting information should include specific examples of application, length of experience and/or training, and where the experience and/or training was obtained.** Training refers to formal course work you have had, and may include workshops, seminars, scheduled in-service training, or one-day courses, as well as college, university, or technical school courses. Experience may be paid work experience, volunteer work experience, or personal life experience. Applicants who need accommodation in the selection process should request this in advance.

No item on this form is intended to have you provide information that would indicate your race, color, ethnic group, national origin, religion, sex, age, marital status, political persuasion, or any physical or mental disability. The words "ability" and "experience" in this questionnaire refer **in all cases** to ability or experience with or without reasonable accommodation for disabilities recognized under the Americans with Disabilities Act (ADA) of 1990.

Please feel free to handwrite your response. It is not necessary to type. If there is not enough room for your responses, please attach a separate sheet. **Be sure that each answer you give is documented/supported on your application form.** Your name and Social Security number should be on each sheet.

1. Describe your computer software application skills. Describe your skill in using Microsoft Word and Excel:

2. Describe any office support training or experience you possess:

3. Tell us about your knowledge of bookkeeping and basic math:

