

To be considered, your current application and this completed questionnaire must be on file, received, or postmarked by **January 9, 2008**.

AGRICULTURE FOOD SANITARIAN I
DEPARTMENT OF AGRICULTURE
#18-03211, South Sioux City
Self-Report Checklist Questionnaire

Name: _____

Social Security Number: _____

INSTRUCTIONS

This questionnaire is meant to help you provide additional information about your background. It is your chance to tell us what you know and can do in relation to this job. You will be evaluated on your experience and training. The evaluation is based on your responses to the items below. Be sure to include personal life and volunteer experience as well as paid experience and formal training. Please be as accurate as you can. False information may lead to dismissal. **You do not need to have all the training and experience that is listed on this form to be considered for this position, but you need to show what you have.** Read through the whole form before you start to fill it out. Applicants who need accommodation in the scoring process should request this in advance.

Check or write out the appropriate answers for you on the Checklist. **Training** refers to formal coursework 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. **Years** or other units of experience refer to full-time, 40 hour work weeks or the equivalent in work hours. A year of full-time experience is equivalent to 2,080 work hours. 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 American with Disabilities Act (ADA) of 1990.

Be sure that each answer you give or check is documented on your application form. If you have already submitted your application, write the additional information and your name and social security number on a sheet of paper, and turn it in to be used as part of your application form. **Please call (402) 471-4463 if you have any questions about this questionnaire or on adding information to your application.**

Your application for this position will not be considered complete until this Checklist is returned to:

Nebraska State Personnel
wrk4neb.dasper@nebraska.gov
301 Centennial Mall South
P. O. Box 94905
Lincoln, NE 68509-4905

I. The Agriculture Food Sanitarian I will be required to live in the assigned area or district and to carry out inspections of food facilities within that district.

A. (Please check each blank that applies to you) I am willing and able to:

- 1. Live in or move into the South Sioux City area.
- 2. Be or become qualified to apply for a Registered Environmental Health Specialist's (REHS) license (having a college degree, or the equivalent, with 30 semester hours in college-level science classes) by the end of the first year of employment.
- 3. Enter or gain access to food facilities or, on occasion, disaster sites involving food, and move about to collect samples and inspect conditions.
- 4. Maintain a current drivers license and legally operate a motorized vehicle in Nebraska, or provide alternative transportation acceptable to the agency.

B. For each item, 1 through 4, that you did not check, explain how else you intend to meet that requirement of the job:

II. The person in this position must know food sanitation, preparation, and/or service in order to evaluate food sanitary environments and provide consultation on sanitation practices or on services in the food industry.

A. (After each item, please check the blank that best applies to you) I have no coursework or training or some coursework/training in:

- 5. Food preparation.
 (a)No (b)Some
- 6. Food sanitation.
 (a)No (b)Some
- 7. Other food handling.
 (a)No (b)Some

B. (After each item, check the blank that best applies to you) I have no experience, some experience, one to two years of experience, or more than two years of experience working with:

- 8. Preparing food.
 (a)No (b)Some (c)1 to 2 (d)More
- 9. Preparing or serving food at a restaurant, cafe, lunch counter, or cafeteria.
 (a)No (b)Some (c)1 to 2 (d)More

10. Preparing food for wholesale or retail sales.
___(a)No ___(b)Some ___(c)1 to 2 ___(d)More
11. Working in a food or grocery store.
___(a)No ___(b)Some ___(c)1 to 2 ___(d)More
12. Working in a food processing plant.
___(a)No ___(b)Some ___(c)1 to 2 ___(d)More
13. Working in a meat processing plant.
___(a)No ___(b)Some ___(c)1 to 2 ___(d)More
14. Working in a food distribution warehouse.
___(a)No ___(b)Some ___(c)1 to 2 ___(d)More
15. Managing or supervising a kitchen.
___(a)No ___(b)Some ___(c)1 to 2 ___(d)More
16. Inspecting food facilities for sanitation.
___(a)No ___(b)Some ___(c)1 to 2 ___(d)More
17. As an REHS doing food sanitation inspection.
___(a)No ___(b)Some ___(c)1 to 2 ___(d)More
18. Other food-related activities or facilities:
___(a)No ___(b)Some ___(c)1 to 2 ___(d)More

C. The following narrative describes and explains the experience or coursework/training that developed or provided my knowledge of food sanitation, food preparation, or food service (BE SURE TO COMPLETE THIS PORTION OF THE QUESTIONNAIRE. Add more paper if needed):

III. The Agriculture Food Sanitarian I must know the principles and philosophy of science in order to understand the reasons behind required procedures and the significance of certain findings and to qualify for application for a Registered Environmental Health Specialist's license. **Please attach college transcripts or a list of the colleges attended, the dates, and the courses taken.**

A. **(Please check the blank on each line that best applies to you and write in the actual number of semester hours of college credit for each line. {To convert college credits in quarter hours to the equivalent number in semester hours, multiply the number of quarter hours by .67.}) I have no college credit hours or some semester hours of college credit in:**

19. Physical science.

a. Physics.

___(a)No ___(b)Some (Actual number of credit hours): _____

b. Chemistry.

___(a)No ___(b)Some (Actual number of credit hours): _____

c. Engineering.

___(a)No ___(b)Some (Actual number of credit hours): _____

d. Astronomy.

___(a)No ___(b)Some (Actual number of credit hours): _____

e. Other physical sciences.

___(a)No ___(b)Some (Actual number of credit hours): _____

20. Life/biological science.

a. Biology.

___(a)No ___(b)Some (Actual number of credit hours): _____

b. Zoology.

___(a)No ___(b)Some (Actual number of credit hours): _____

c. Microbiology.

___(a)No ___(b)Some (Actual number of credit hours): _____

d. Ecology.

___(a)No ___(b)Some (Actual number of credit hours): _____

e. Physiology.

___(a)No ___(b)Some (Actual number of credit hours): _____

f. Environmental science.

___(a)No ___(b)Some (Actual number of credit hours): _____

g. Botany.

___(a)No ___(b)Some (Actual number of credit hours): _____

h. Other life/biological sciences.

___(a)No ___(b)Some (Actual number of credit hours): _____

21. Earth science.

a. Geology.

___(a)No ___(b)Some (Actual number of credit hours): _____

b. Agronomy.

___(a)No ___(b)Some (Actual number of credit hours): _____

c. Physical geography.

___(a)No ___(b)Some (Actual number of credit hours): _____

d. Other earth sciences.

___(a)No ___(b)Some (Actual number of credit hours): _____

22. Mathematics.

___(a)No ___(b)Some (Actual number of credit hours): _____

23. Other areas of science.

___(a)No ___(b)Some (Actual number of credit hours): _____

B. I have the following education (check each blank that applies):

___24. Thirty or more semester hours in college-level science.

___25. A bachelors or higher degree.

___26. A bachelors degree with 30 semester hours in college-level science or enough credit hours to obtain one by the end of the first year of employment.

C. The following narrative describes and explains my scientific background, my knowledge of science, or my ability to meet the college credit requirements for applying for a license as a Registered Environmental Health Specialist (BE SURE TO COMPLETE THIS PORTION OF THE QUESTIONNAIRE. Add more paper if needed):

IV. The person in this position must be able to interpret laws and regulations in order to evaluate the sanitary compliance of food facilities and explain requirements, procedures, and findings to co-workers, food facility operators, and the public.

A. (After each item, please check the blank that best applies to you) I have no coursework or training or some coursework/training in:

27. Interpreting or applying the Nebraska Pure Food Act.

___(a)No ___(b)Some

28. Interpreting and applying rules or laws.

___(a)No ___(b)Some

29. Sanitation procedures.

___(a)No ___(b)Some

B. (After each item, please check the blank that best applies to you) I have no experience, some experience, one to two years of experience, or more than two years of experience:

30. Interpreting or applying rules or laws.

___(a)No ___(b)Some ___(c)1 to 2 ___(d)More

31. As a police or law enforcement officer.

___(a)No ___(b)Some ___(c)1 to 2 ___(d)More

32. As an Agriculture Extension Agent.

___(a)No ___(b)Some ___(c)1 to 2 ___(d)More

33. Doing inspections for regulatory compliance.

___(a)No ___(b)Some ___(c)1 to 2 ___(d)More

34. Inspecting areas for sanitation.

___(a)No ___(b)Some ___(c)1 to 2 ___(d)More

35. As a Registered Environmental Health Specialist.

___(a)No ___(b)Some ___(c)1 to 2 ___(d)More

C. The following narrative describes and explains the coursework/training or experience that developed or provided my ability to interpret laws and regulations (BE SURE TO COMPLETE THIS PORTION OF THE QUESTIONNAIRE. Add more paper if needed):

- V. The Agriculture Food Sanitarian I must be able to communicate one-on-one with co-workers and food facility operators to explain requirements, procedures, and findings, as well as to testify at hearings, train food managers, and make presentations to civic or public service groups about the evaluation and consultation services provided.

A. (After each item, please check the blank that best applies to you) I have no coursework or training or some coursework/training in:

36. Speech/communications.
___(a)No ___(b)Some
37. Public speaking or making presentations.
___(a)No ___(b)Some
38. Education or instructional methods.
___(a)No ___(b)Some

B. (After each item, please check the blank that best applies to you) I have no experience, some experience, or a year or more of experience:

39. In public contact (helping or meeting members of the public).
___(a)No ___(b)Some ___(c)1 Year
40. In interviewing people or obtaining information.
___(a)No ___(b)Some ___(c)1 Year
41. In counseling or advising people or providing consultation.
___(a)No ___(b)Some ___(c)1 Year
42. In making presentations to groups or audiences.
___(a)No ___(b)Some ___(c)1 Year
43. As an organization president or chairperson or in leading groups or conducting meetings.
___(a)No ___(b)Some ___(c)1 Year
44. As a salesperson.
___(a)No ___(b)Some ___(c)1 Year
45. As a teacher or instructor.
___(a)No ___(b)Some ___(c)1 Year
46. As a member of the clergy, a political candidate, a public official, or in addressing groups on a regular basis.
___(a)No ___(b)Some ___(c)1 Year
47. As an inspector or investigator required to meet people and explain procedures or findings.
___(a)No ___(b)Some ___(c)1 Year

- C. **The following narrative describes and explains the experience or coursework/training that developed or provided my ability to communicate in person with others (BE SURE TO COMPLETE THIS PORTION OF THE QUESTIONNAIRE. Add more paper if needed):**

VI. The person in this position must be able to communicate information by drafting and completing inspection or compliance reports, including both narrative reports and checklists with comments.

- A. **(After each item, check the blank that best applies to you) I have no coursework or training or some coursework/training in:**

48. Business English or business writing.

___(a)No ___(b)Some

49. Journalism, English, or other coursework areas involving extensive composition or writing.

___(a)No ___(b)Some

- B. **(After each item, check the blank that best applies to you) I have no experience, some experience, or a year or more of experience in:**

50. Composing or writing business or official correspondence.

___(a)No ___(b)Some ___(c)1 Year

51. Composing or writing business reports or materials for publication.

___(a)No ___(b)Some ___(c)1 Year

52. Composing or writing reports of inspections or investigations.

___(a)No ___(b)Some ___(c)1 Year

- C. **The following narrative describes or explains the experience or coursework/training I have had in composition or writing, including the types and purposes of written materials that I have produced and any reports I have done (BE SURE TO COMPLETE THIS PORTION OF THE QUESTIONNAIRE. Add more paper if necessary):**

VII. The Agriculture Food Sanitarian I must possess the ability to work without direct supervision and plan daily and weekly schedules to efficiently meet inspection frequency guidelines.

A. (Before each item, please check the blank that best applies to you):

I have:

____ not had any experience in planning my work schedule.

____ had some experience in planning my work schedule.

____ had extensive experience in planning my work schedule.

B. (Give examples of your planning experience):

HEIM 242/Mac/G2000/Dell