

To be considered, this completed questionnaire and your current application must be on file or received in Nebraska State Personnel, 301 Centennial Mall South, P.O. Box 94905, Lincoln, NE 68509-4905 or postmarked by **September 14, 2007**. Also requires completion of a data entry test by the closing date. Test can be administered at the State Personnel Office located on the first floor of the State Office Building, 301 Centennial Mall South, Lincoln, Nebraska.

STATE OF NEBRASKA
DEPARTMENT OF MOTOR VEHICLES
Staff Assistant I
#24-00220, Lincoln
SUPPLEMENTAL APPLICATION

NAME (print): _____

SOCIAL SECURITY NUMBER: _____

INSTRUCTIONS: This supplemental application is meant to help you provide additional information about your experience and abilities. It is your opportunity to expand on what you know and can do in relation to the Staff Assistant I position. Be sure to include paid experience, formal training and/or education, volunteer experience, internships and/or practicum experience. For each question, circle the letter that best describes your experience. Indicate what document(s) support(s) the experience, put where you applied the experience in the "Place" section, and the "Explain" section allows you to elaborate on this experience. Be sure that any information you give can be documented on your application or resume and you are prepared to discuss and elaborate upon the information in this supplemental application in the event that you are selected for an interview. Your employment application will not be complete without submission of this supplemental application.

Omitting or submitting false information in this Supplemental Application and the Application for Employment will be sufficient reason for rejection of the application or termination of employment with the Department of Motor Vehicles.

Individuals who accept employment with the Department of Motor Vehicles are subject to a background check by the Nebraska State Patrol. Employment shall be contingent upon the results of the background check.

Applicant's Signature

Date

E-mail Address: _____

Please circle the letter that most appropriately describes your level of experience.

1. Working with the public in one-on-one situations.

- A. No Experience
- B. Less than one year of experience.
- C. Experience performing the task less than once a week.
- D. 1-3 years experience performing the task at least once a week.
- E. More than 3 years experience performing the task at least once a week.

Supporting documentation for experience found on: ___ Application ___ Resume

Place:

Explain:

2. Receipting and depositing money.

- A. No Experience
- B. Less than one year of experience.
- C. Experience performing the task less than once a week.
- D. 1-3 years experience performing the task at least once a week.
- E. More than 3 years experience performing the task at least once a week.

Supporting documentation for experience found on: ___ Application ___ Resume

Place:

Explain:

3. Providing instructions or directions to others.

- A. No Experience
- B. Less than one year of experience.
- C. Experience performing the task less than once a week.
- D. 1-3 years experience performing the task at least once a week.
- E. More than 3 years experience performing the task at least once a week.

Supporting documentation for experience found on: ___ Application ___ Resume

Place:

Explain:

4. Working in a team or group environment.

- A. No Experience
- B. Less than one year of experience.
- C. Experience performing the task less than once a week.
- D. 1-3 years experience performing the task at least once a week.
- E. More than 3 years experience performing the task at least once a week.

Supporting documentation for experience found on: ___ *Application* ___ *Resume*

Place:

Explain:

5. Responding to and/or handling aggressive or resistive individuals.

- A. No Experience
- B. Less than one year of experience.
- C. Experience performing the task less than once a week.
- D. 1-3 years experience performing the task at least once a week.
- E. More than 3 years experience performing the task at least once a week.

Supporting documentation for experience found on: ___ *Application* ___ *Resume*

Place:

Explain:

6. Interpreting rules and regulations for the public.

- A. No Experience
- B. Less than one year of experience.
- C. Experience performing the task less than once a week.
- D. 1-3 years experience performing the task at least once a week.
- E. More than 3 years experience performing the task at least once a week.

Supporting documentation for experience found on: ___ *Application* ___ *Resume*

Place:

Explain:

7. Receiving and transmitting teletype requests.

- A. No Experience
- B. Less than one year of experience.
- C. Experience performing the task less than once a week.
- D. 1-3 years experience performing the task at least once a week.
- E. More than 3 years experience performing the task at least once a week.

Supporting documentation for experience found on: ___ *Application* ___ *Resume*

Place:

Explain:

8. Reviewing and analyzing documents for accuracy and completeness.

- A. No Experience
- B. Less than one year of experience.
- C. Experience performing the task less than once a week.
- D. 1-3 years experience performing the task at least once a week.
- E. More than 3 years experience performing the task at least once a week.

Supporting documentation for experience found on: ___ *Application* ___ *Resume*

Place:

Explain:

9. Interacting with individuals from various cultural, social or economic backgrounds.

- A. No Experience
- B. Less than one year of experience.
- C. Experience performing the task less than once a week.
- D. 1-3 years experience performing the task at least once a week.
- E. More than 3 years experience performing the task at least once a week.

Supporting documentation for experience found on: ___ *Application* ___ *Resume*

Place:

Explain:

10. Using Microsoft Word.

- A. No Experience
- B. Less than one year of experience.
- C. Experience performing the task less than once a week.
- D. 1-3 years experience performing the task at least once a week.
- E. More than 3 years experience performing the task at least once a week.

Supporting documentation for experience found on: ___ *Application* ___ *Resume*

Place:

Explain:

11. Using Microsoft Windows operating system.

- A. No Experience
- B. Less than one year of experience.
- C. Experience performing the task less than once a week.
- D. 1-3 years experience performing the task at least once a week.
- E. More than 3 years experience performing the task at least once a week.

Supporting documentation for experience found on: ___ *Application* ___ *Resume*

Place:

Explain:

12. Taking an alpha/numeric data entry test within the past 12 months is a requirement for application. Where and when did you take the test?

13. List anything else that you feel would be beneficial information as it relates to the position of Staff Assistant I.

REFERENCES: List the names, occupations, company/location, and telephone numbers of three reliable individuals who have knowledge of your work performance.

NAME	OCCUPATION	COMPANY & LOCATION	DAYTIME TELEPHONE #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Your permission is being requested to contact the individual references listed above, and your present and/or past employer(s) to verify your employment history. By signing the statement below you are authorizing the Department of Motor Vehicles to obtain this information.

I give the Department of Motor Vehicles permission to contact the individuals I have listed as references, and my present and/or past employer(s) to verify information regarding my employment history and other pertinent information recorded on my application. This authorization does not include the release of confidential medical information or other information protected from disclosure by state and/or federal law.

This permission is granted only as it pertains to the position of Staff Assistant I for which I have applied. I release from harm any person that I have listed above for giving any and all information within their knowledge or records.

Applicant's Signature

Date