

To be considered, your current application and this completed questionnaire must be on file, received, or postmarked by **February 9, 2010**.

(This form is not intended to scare you off or discourage you from applying. Just use it to show what you can do.)

**Cemetery Groundskeeper**  
#28-37104  
**VETERANS' AFFAIRS**

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 do need to show what you have.** Read through the whole form before you start to fill it out. Applicants who need accommodation in the selection process should request this in advance.

Check or write out the appropriate answers for yourself 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. 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. **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. 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.

**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**  
state.jobs@nebraska.gov  
**301 Centennial Mall South**  
**P.O. Box 94905**  
**Lincoln, NE 68509-4905**

I. The Cemetery Groundskeeper must be able to maintain the cemetery grounds at the Nebraska Veterans Cemetery, Alliance, Nebraska, including completing interments, maintaining burial fields, and operating cemetery equipment.

A. (After each item, check the blank that best applies to you.) I have no experience, some experience, 6 months of experience, or one or more years of experience in:

1. Groundskeeping.  
\_\_\_ (a)No \_\_\_(b)Some \_\_\_ (c)6 Mons. \_\_\_ (d)1 Year or More
2. Landscaping.  
\_\_\_ (a)No \_\_\_(b)Some \_\_\_ (c)6 Mons. \_\_\_ (d)1 Year or More
3. Gardening or horticultural work.  
\_\_\_ (a)No \_\_\_(b)Some \_\_\_ (c)6 Mons. \_\_\_ (d)1 Year or More
4. Farming or agricultural work.  
\_\_\_ (a)No \_\_\_(b)Some \_\_\_ (c)6 Mons. \_\_\_ (d)1 Year or More
5. Cemetery or memorial park maintenance.  
\_\_\_ (a)No \_\_\_(b)Some \_\_\_ (c)6 Mons. \_\_\_ (d)1 Year or More
6. Mowing grass or lawns.  
\_\_\_ (a)No \_\_\_(b)Some \_\_\_ (c)6 Mons. \_\_\_ (d)1 Year or More
7. Operating a power mower.  
\_\_\_ (a)No \_\_\_(b)Some \_\_\_ (c)6 Mons. \_\_\_ (d)1 Year or More
8. Operating a riding mower.  
\_\_\_ (a)No \_\_\_(b)Some \_\_\_ (c)6 Mons. \_\_\_ (d)1 Year or More
9. Operating a tractor.  
\_\_\_ (a)No \_\_\_(b)Some \_\_\_ (c)6 Mons. \_\_\_ (d)1 Year or More
10. Identifying and correcting occupational or safety hazards.  
\_\_\_ (a)No \_\_\_(b)Some \_\_\_ (c)6 Mons. \_\_\_ (d)1 Year or More
11. Handling or applying fertilizer, pesticides, or other agricultural chemicals.  
\_\_\_ (a)No \_\_\_(b)Some \_\_\_ (c)6 Mons. \_\_\_ (d)1 Year or More
12. Using chemical sprayers or applicators.  
\_\_\_ (a)No \_\_\_(b)Some \_\_\_ (c)2 Years \_\_\_(d)3 or more Years
13. Operating an excavator or backhoe.  
\_\_\_ (a)No \_\_\_(b)Some \_\_\_ (c)6 Mons. \_\_\_ (d)1 Year or More
14. Operating a weed eater, grass trimmer, or lawn edger.  
\_\_\_ (a)No \_\_\_(b)Some \_\_\_ (c)6 Mons. \_\_\_ (d)1 Year or More
15. Clipping or removing weeds.  
\_\_\_ (a)No \_\_\_(b)Some \_\_\_ (c)6 Mons. \_\_\_ (d)1 Year or More

16. Planting or caring for flowers or perennial plants.  
 (a)No     (b)Some     (c)6 Mons.     (d)1 Year or More
17. Planting or caring for trees, shrubs, or bushes.  
 (a)No     (b)Some     (c)6 Mons.     (d)1 Year or More
18. Pruning, trimming, or cutting trees or shrubs or using pruning or tree saws or hedge trimmers.  
 (a)No     (b)Some     (c)6 Mons.     (d)1 Year or More
19. Designing or laying out flowerbeds or ornamental plantings.  
 (a)No     (b)Some     (c)6 Mons.     (d)1 Year or More
20. Using or managing irrigation equipment.  
 (a)No     (b)Some     (c)6 Mons.     (d)1 Year or More
21. Removing or replacing turf.  
 (a)No     (b)Some     (c)6 Mons.     (d)1 Year or More
22. Digging or moving dirt.  
 (a)No     (b)Some     (c)6 Mons.     (d)1 Year or More
23. Operating a snow blower.  
 (a)No     (b)Some     (c)6 Mons.     (d)1 Year or More
24. Operating a wood chipper or shredder.  
 (a)No     (b)Some     (c)6 Mons.     (d)1 Year or More
25. Operating a van or pickup truck.  
 (a)No     (b)Some     (c)6 Mons.     (d)1 Year or More
26. Operating a dump truck.  
 (a)No     (b)Some     (c)6 Mons.     (d)1 Year or More
27. Operating a GIS position finder or survey laser.  
 (a)No     (b)Some     (c)6 Mons.     (d)1 Year or More
28. Operating a vault lid remover, casket lowering device, or frost remover.  
 (a)No     (b)Some     (c)6 Mons.     (d)1 Year or More
29. Laying, setting, or aligning headstones or paving stones.  
 (a)No     (b)Some     (c)6 Mons.     (d)1 Year or More

**B. (After each item, check the blank that best applies to you.) I have no coursework or training, some coursework or training, or a vocational/technical diploma (or an even higher degree) in:**

30. Horticulture.  
 (a)No     (b)Some     (c)Diploma or Higher
31. Agriculture.  
 (a)No     (b)Some     (c)Diploma or Higher

II. The person in this position must be able to maintain the buildings and equipment at the Nebraska Veterans Cemetery, including working knowledge and abilities in cleaning and

custodial work; preventative maintenance; small engine, automotive, or diesel repair; and carpentry, painting, interior finish work, HVAC systems, lighting systems, lock repairs, plumbing, and other trades areas.

**A. (After each item, check the blank that best applies to you.) I have no experience, some experience, 6 months of experience, or one or more years of experience in:**

32. Inspecting, maintaining, or repairing buildings or facilities.  
\_\_\_ (a)No \_\_\_(b)Some \_\_\_ (c)6 Mons. \_\_\_ (d)1 Year or More
33. Inspecting, maintaining, or repairing vehicles, machines, tools, or equipment.  
\_\_\_ (a)No \_\_\_(b)Some \_\_\_ (c)6 Mons. \_\_\_ (d)1 Year or More
34. Small engine repair or service.  
\_\_\_ (a)No \_\_\_(b)Some \_\_\_ (c)6 Mons. \_\_\_ (d)1 Year or More
35. Automotive repair or service.  
\_\_\_ (a)No \_\_\_(b)Some \_\_\_ (c)6 Mons. \_\_\_ (d)1 Year or More
36. Diesel repair or service.  
\_\_\_ (a)No \_\_\_(b)Some \_\_\_ (c)6 Mons. \_\_\_ (d)1 Year or More
37. Facilities maintenance work.  
\_\_\_ (a)No \_\_\_(b)Some \_\_\_ (c)6 Mons. \_\_\_ (d)1 Year or More
38. Performing routine or preventive maintenance on buildings and equipment.  
\_\_\_ (a)No \_\_\_(b)Some \_\_\_ (c)6 Mons. \_\_\_ (d)1 Year or More
39. Performing plumbing, mechanical, electrical, or carpentry work.  
\_\_\_ (a)No \_\_\_(b)Some \_\_\_ (c)6 Mons. \_\_\_ (d)1 Year or More
40. Pasting, sanding, or gluing; or installing or repairing windows or doors.  
\_\_\_ (a)No \_\_\_(b)Some \_\_\_ (c)6 Mons. \_\_\_ (d)1 Year or More
41. Maintaining, troubleshooting, or repairing HVAC systems (or heating systems, boilers, air conditioning, ventilation systems, or other air handling systems).  
\_\_\_ (a)No \_\_\_(b)Some \_\_\_ (c)6 Mons. \_\_\_ (d)1 Year or More
42. Painting.  
\_\_\_ (a)No \_\_\_(b)Some \_\_\_ (c)6 Mons. \_\_\_ (d)1 Year or More
43. Using power tools.  
\_\_\_ (a)No \_\_\_(b)Some \_\_\_ (c)6 Mons. \_\_\_ (d)1 Year or More
44. Using hammers, drills, or saws.  
\_\_\_ (a)No \_\_\_(b)Some \_\_\_ (c)6 Mons. \_\_\_ (d)1 Year or More
45. Using other hand tools.  
\_\_\_ (a)No \_\_\_(b)Some \_\_\_ (c)6 Mons. \_\_\_ (d)1 Year or More
46. Waxing, oiling, buffing, washing, scrubbing, mopping, sweeping, dusting, vacuuming, or other custodial work.  
\_\_\_ (a)No \_\_\_(b)Some \_\_\_ (c)6 Mons. \_\_\_ (d)1 Year or More

47. Using cleaning equipment, cleaning chemicals, or solvents.  
\_\_\_ (a)No \_\_\_(b)Some \_\_\_ (c)6 Mons. \_\_\_ (d)1 Year or More

**B. (After each item, check the blank that best applies to you.) I have no coursework or training, some coursework/training, or a vocational/technical school diploma in:**

48. Small engine repair.  
\_\_\_ (a)No \_\_\_(b)Some \_\_\_(c)Diploma

49. Automotive repair.  
\_\_\_ (a)No \_\_\_(b)Some \_\_\_(c)Diploma

50. Diesel or John Deere technology.  
\_\_\_ (a)No \_\_\_(b)Some \_\_\_(c)Diploma

III. The Cemetery Groundskeeper should be able to interact and communicate with veterans, vendors, contractors, funeral directors, grieving family members, State officials, community members, visitors, and other workers, from diverse groups, cultures, and backgrounds in order to complete interments of veterans and eligible dependents, maintain National Shrine Standards, and assist with committal ceremonies in sensitive and respectful ways.

**A. (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:**

51. Following instructions or taking direction.  
\_\_\_ (a)No \_\_\_(b)Some \_\_\_ (c)1 Year or More

52. Explaining assignments and procedures to others.  
\_\_\_ (a)No \_\_\_(b)Some \_\_\_ (c)1 Year or More

53. Developing working relationships with other staff members and the public.  
\_\_\_ (a)No \_\_\_(b)Some \_\_\_ (c)1 Year or More

54. Conferring with managers and staff members on work-related issues or topics.  
\_\_\_ (a)No \_\_\_(b)Some \_\_\_ (c)1 Year or More

55. Giving directions, answering questions, or guiding visitors.  
\_\_\_ (a)No \_\_\_(b)Some \_\_\_ (c)1 Year or More

56. Working with people from different backgrounds or cultures.  
\_\_\_ (a)No \_\_\_(b)Some \_\_\_ (c)1 Year or More

57. Taking an active part in military or religious ceremonies.  
\_\_\_ (a)No \_\_\_(b)Some \_\_\_ (c)1 Year or More

58. Using a multi-line phone system.  
\_\_\_ (a)No \_\_\_(b)Some \_\_\_ (c)1 Year or More

59. Using a two-way radio.  
\_\_\_ (a)No \_\_\_(b)Some \_\_\_ (c)1 Year or More

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

60. Speech/Communications or human relations.

\_\_\_ (a)No \_\_\_(b)Some

IV. The person in this position must be able to fill out forms and reports and refer to manuals, standards, and directions both in paper and computer format. *(After each item, check the blank that **best** applies to you.) I have **no** experience, **some** experience, **6 months** of experience, or **one or more years** of experience in:*

61. Using a computer.

\_\_\_ (a)No \_\_\_(b)Some \_\_\_ (c)6 Mons. \_\_\_ (d)1Year or More

62. Using computer software or personal computer applications.

\_\_\_ (a)No \_\_\_(b)Some \_\_\_ (c)6 Mons. \_\_\_ (d)1Year or More

63. Working with government statutes, regulations, procedures, or requirements

\_\_\_ (a)No \_\_\_(b)Some \_\_\_ (c)6 Mons. \_\_\_ (d)1Year or More

64. Working with military regulations, procedures, or requirements

\_\_\_ (a)No \_\_\_(b)Some \_\_\_ (c)6 Mons. \_\_\_ (d)1Year or More

65. Filling out forms or completing records, logs, or reports.

\_\_\_ (a)No \_\_\_(b)Some \_\_\_ (c)6 Mons. \_\_\_ (d)1Year or More

66. Following or referring to manuals or instructions.

\_\_\_ (a)No \_\_\_(b)Some \_\_\_ (c)6 Mons. \_\_\_ (d)1Year or More

67. Reviewing or referring to blueprints or layout plans.

\_\_\_ (a)No \_\_\_(b)Some \_\_\_ (c)6 Mons. \_\_\_ (d)1Year or More

V. The Cemetery Groundskeeper must be able and willing to work independently and prioritize work.

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

\_\_\_ 68. Work independently sometimes without direct supervision.

\_\_\_ 69. Direct or be responsible for the work of others in the supervisor's absence.

\_\_\_ 70. Prioritize my own work with that of others.

\_\_\_ 71. Be responsible for the timely and effective completion of work and projects.

\_\_\_ 72. Work with computers on a regular basis.

\_\_\_ 73. Maintain the cemetery to National Shrine Standards.

\_\_\_ 74. Keep work areas clean and neat and have equipment and materials out of sight.

\_\_\_ 75. Dress neatly and maintain a presentable appearance while doing manual work.

\_\_\_ 76. Deal respectfully with people of different cultures and backgrounds on a regular basis.

\_\_\_ 77. Deal with people who are grieving or upset on a regular basis.

\_\_\_ 78. Work in a place that hundreds of other people feel they own or have a stake in.

\_\_\_ 79. Lift or move objects weighing 50 pounds or more on a regular basis

\_\_\_ 80. Schedule my time to meet the operational and ceremonial needs of the cemetery.

\_\_\_ 81. Work with death and burial on a daily basis.

**B. *For each item above (68 through 81) that you did not check, explain how else you intend to meet that requirement of the job:***

VI. I have other experience or training related to cemetery groundskeeping that I wish to describe, or I wish to explain one or more of the items I have checked above: