

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 the **February 16, 2010** closing date.

**STATE OF NEBRASKA
DEPARTMENT OF ADMINISTRATIVE SERVICES
OFFICE OF THE CIO
INFORMATION TECHNOLOGY MANAGER I**

#65-07253-1

SUPPLEMENTAL APPLICATION FORM ON ABILITIES AND EXPERIENCE

Name (print) _____

Social Security Number _____

I understand that any false information in this application will be sufficient reason for rejection of my application or termination of my employment. I herewith authorize and request each and every former employer, person, firm, corporation and educational institution to answer any and all questions that may be asked and herewith hold such persons harmless for giving any information within their knowledge or records. I have the right to make a written request within a reasonable period of time for complete and accurate disclosure of additional information concerning the nature and scope of this investigation. In addition my signature on this application form will serve as authorization to release any and all information recorded on or attached to this application to any state or federal investigative agency.

INSTRUCTIONS: This supplemental form is meant to help you provide additional information about your experience and abilities. It is your opportunity to tell the hiring team what you know and can do in relation to this position. You will be evaluated on your experience, education and/or training. Be sure to include paid experience, formal training and/or education, volunteer experience, internships and/or practicum 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 form in the event that you are selected for an interview.

Please indicate with a X where you first learned of this position.

Newspaper ____ **State Job Mart** ____ **Radio** ____ **Internet** ____ **State Employee** ____

Workforce Development Office ____ **Job Fair** ____ **Friend** ____ **Other** ____

Signature of Applicant: _____ **Date** _____

THE FOLLOWING IS AN EXAMPLE HOW EACH QUESTION NEEDS TO BE ANSWERED COMPLETELY.

Education and Training: Please identify if you have education or training in each question by circling or underlining **NO** or **YES**. **NO**, refers to no education or training in this area and **YES**, indicates you have formal education or training in this area. Training can include workshops, in-services or conferences.

Work experience: For each question identify your level of work experience by circling or underlining the appropriate letter. Work experience includes paid work, internships, practicums or volunteer experience.

A: no experience

B: less than one year experience of performing the task at least once on a monthly basis.

C: 1-3 years experience performing the task at least once a week.

D: more than 3 years experience performing the task at least once a week.

Source: Write in the letter A for application or R for resume to indicate the main source of supporting information.

Current or past job(s): For education and training list the school or training program attended. For work experience list the name of the company or organization for which you worked and your job title. You may list multiple education, training or work experiences.

Job duties: Briefly describe the job duties or responsibilities and/or the content of the education, training or experience.

Please complete each of the following statements by describing your experience that would be relevant to the position.

<p>1. Have supervised IT staff in previous positions (please indicate numbers and job titles).</p> <p>Education or training: YES NO Work Experience: A B C D Source: _____</p> <p>Current or past jobs(s):</p> <p>Job duties:</p>

2 Have managed IT projects (please indicate how many and longest duration from start to finish).

Education or training: YES NO Work Experience: A B C D Source: _____

Current or past job(s):

Job duties:

3. Have used project management software tool(s) (please indicate name of tool(s), e.g. Microsoft Project).

Education or training: YES NO Work Experience: A B C D Source: _____

Current or past job(s):

Job duties:

4. Have experience with data and access security best practices.

Education or training: YES NO Work Experience: A B C D Source: _____

Current or past job(s):

Job duties:

5. Have experience with all aspects of managing and operating the IT function, including agency user support, disaster recovery, IT policies, IT strategic plans, and developing and managing a budget.

Education or training: YES NO Work Experience: A B C D Source: _____

Current or past job(s):

Job duties:

6. Have experience with internet development and administration, including content management tools and e-commerce.

Education or training: YES NO Work Experience: A B C D Source:_____

Current or past job(s):

Job duties:

7. Have experience upgrading or redesigning enterprise data assets to satisfy business requirements, especially database marketing and benchmark reporting.

Education or training: YES NO Work Experience: A B C D Source:_____

Current or past job(s):

Job duties:

Education/Experience. Please check all that apply.

_____ **At least 8 years IT experience.**

_____ **At least 1 year of experience managing/supervising in a technical environment.**

_____ **2 years of postsecondary education in a related area.**