

**SUPPLEMENTAL APPLICATION
SPECIAL EDUCATION TECHNICIAN**

APPLICANT INSTRUCTIONS: Respond honestly and truthfully to all questions. Over-evaluating your skill level is considered providing false and/or misleading information. The statements you make on this form are subject to verification. Applicants found to have provided false or misleading information of their skills **will be disqualified** from further employment processing or, if hired, **will be immediately terminated** from employment.

SOFTWARE: Check your level of proficiency with each software listed below.

Rating Scale			
1 = No ability to use this software proficiently in work-related applications			
2 = Limited ability to use this software proficiently in work-related applications			
3 = Proficient in using this software in work-related applications			
Software:	Rating		
	1	2	3
MS Word and/or Google Docs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
MS Excel and/or Google Sheets	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Student Information System (<i>please indicate the name of the SIS program</i>):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

QUALIFICATIONS: Please indicate how you meet the experience requirement for this position:

This position requires three years of increasingly responsible clerical or secretarial experience involving public contact in a school environment.	Yes	No
Do you meet this experience requirement?	<input type="radio"/>	<input type="radio"/>
If yes, please list the name of the employer(s) where you obtained the experience, the dates of employment and your job title (<i>this information must match the work experience section on your Ed-join application</i>).		
Name of employer	Job Title	Dates of Employment

QUALIFICATIONS: According to the job announcement, check the level of your proficiency to perform the minimum qualifications (MQs) listed.

Rating Scale			
1 = No ability, knowledge, or experience in this area.			
2 = Limited ability, knowledge, or experience in this area.			
3 = Proficient and experienced in this area.			
Qualifications:	Rating		
	1	2	3
Respond to requests for information / services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Perform research to find requested information / services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Develop and maintain records and files of various types	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Coordinate and schedule meetings and appointments	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Compose documents such as emails, letters, memos, and reports	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Establish priorities for carrying out multiple tasks in order to meet deadlines	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Operate a computer and maintain a database	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Compile and collate data into reports	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Compile and distribute reports and records	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Enter and proof data to verify accuracy and quality	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Identify and correct inaccurate, inconsistent or incomplete data	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Establish cooperative working relationships with co-workers, visitors, and the public	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provide diplomatic and tactful customer service	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

ACKNOWLEDGEMENT: I certify that all my statements in this supplemental application are true and complete, and that if I have made any false statements, I may be disqualified or dismissed.

Signature: _____ **Date:** _____