

**Personnel Clerk
SUPPLEMENTAL QUESTIONNAIRE**

Name: _____

Applicant Information: *The recruitment process for Personnel Clerk will include an evaluation of the information you provide on this Supplemental Questionnaire. This supplemental questionnaire must be completed and uploaded along with your online application by **3:30 p.m., on the designated deadline date.***

Review each question carefully and provide complete, thorough responses. This questionnaire is designed to assist the Riverside County Office of Education in gaining knowledge of your experience. You may attach additional pages if needed to thoroughly respond to the questions.

1. Describe your work experience related to recruitment and selection, and include the classification types you have handled (i.e., classified, certificated, management, substitutes, etc.).

Employer: _____
Dates of Employment: _____
Supervisor Name: _____
Phone Number: _____

2. Describe your work experience engaging with the public to provide detailed instructions or guidance through a technical process over the phone, such as how to submit an online application or troubleshoot an issue.

Employer: _____
Dates of Employment: _____
Supervisor Name: _____
Phone Number: _____

CERTIFICATION

I hereby declare that the statements on this supplemental application are true and complete to the best of my knowledge. I hereby authorize the RCOE to contact the references listed to verify the information I have supplied. I hereby release from liability all persons and organizations furnishing such information. I understand that the district reserves the right to validate information received on the supplemental application and that I will be subject to disqualification and/or termination if any statement in this supplemental application is found to be untrue or determined to be misleading.

Name: _____

Signature: _____

Date: _____

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