SUPPLEMENTAL APPLICATION
DATABASE ADMINISTRATOR

INSTRUCTIONS: Describe your qualifications carefully, as this information will help us determine how well you meet the minimum employment qualification standards for this position. Qualified means that you meet the minimum qualifications found in the job description. Incomplete or illegible responses may disqualify your application or reduce the credit given for your qualifications.

Respond honestly and truthfully to all questions. Over-evaluating your skill level is considered providing false and/or misleading information. 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.

<mark>**THE SUPPLEMENTAL APPLICATION MUST BE ATTACHED TO YOUR ONLINE APPLICATION IN ED-JOIN BY THE POSTING CLOSING DATE. PLEASE PRINT CLEARLY OR TYPE.**</mark>

SPECIALIZED EDUCATION AND FORMAL TRAINING: Please list college coursework, training, licenses or certificates you have completed related to this position.
Note: if you have an A.A. degree or higher with a major in Information Technology, Computer Science or closely related field, you may omit specific coursework and indicate your degree and major under course title.

College/Organization	Course Title	Date completed

You may attach additional sheets if necessary. <u>Please attach a copy of diploma, transcripts, certificates or licenses to your online application</u>.

SPECIALIZED EXPERIENCE:
Please describe your experience using SQL, Spreadsheets, Business Intelligence tools and programming to perform data analysis.

[blank response box]

Please describe your experience with database transformations, data importation (from flat files or other sources), and data extractions using SQL.

Please list any specialized or formal training you have had on Student Information Systems, SQL and/or other ERP systems.

This position requires one (1) year of experience in an IT department or office with highly integrated office automation. Please describe how you meet this requirement.

Name of employer	Job title
Dates of Employment	

Detailed description of job duties. *Please indicate software programs used in performing the duties of this position.*

You may attach additional sheets in the same format if necessary

PLEASE RATE YOUR SKILL LEVEL WITH THE FOLLOWING PRODUCTS: For each software listed below, check the box that indicates your level of proficiency.

MS Excel:
❏ Beginner   ❏ Intermediate   ❏ Advanced   # Years used _____

MS SQL Server:
❏ Beginner   ❏ Intermediate   ❏ Advanced   # Years used _____

MS SQL Server Management Studio (SSMS):
❏ Beginner   ❏ Intermediate   ❏ Advanced   # Years used _____

Programming and Scripting:
❏ Beginner ❏ Intermediate ❏ Advanced # Years used _____

Data Visualization (BI, Tableau, Tyler, etc…) and Data Warehousing
❏ Beginner ❏ Intermediate ❏ Advanced # Years used _____

Please provide the following additional information if you checked "Intermediate" or "Advanced" Proficiency:

Name of software used	Description of work products. Use additional sheets if more space needed.

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:** _____