

**Payroll and Retirement Manager  
SUPPLEMENTAL QUESTIONNAIRE**

Name: \_\_\_\_\_

**Applicant Information:** *The recruitment process for Payroll and Retirement Manager 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.***

*Please include all information when responding to questions including various positions you may have held. You may attach additional pages if needed to thoroughly respond to the questions.*

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1. Describe your experience in the areas of *payroll and retirement (i.e. collective bargaining agreements, employment contracts, legal compliance, retirement law, etc.)* Specify the *size and type of organizations* you worked or assisted with, and *specific practices and controls* which you developed and/or used.

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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