

Brainerd HRA
Supplemental Questions
Operations Administrative Specialist

**** You MUST complete and return this form to be considered ****

Name _____

Each applicant must complete this supplemental questionnaire as a part of the application screening and selection process. The information you provide will be reviewed to determine your eligibility to move forward in the selection process. Incomplete responses, false statements, omissions, or partial information may result in disqualification from the selection process. Feel free to add additional pages if needed to complete your responses.

- 1) Which of the following best describes the highest level of education that you completed? Describe the Field of Study next to the highest level of education.

- ☐ High school diploma or equivalent - Field of Study _____
- ☐ Some post-secondary classes – Field of Study _____
- ☐ Completion of a 1 year program or certificate – Field of Study _____
- ☐ Less than 2 years post-secondary training, but no degree – Field of Study _____
- ☐ Completion of a 2 year program or degree – Field of Study _____
- ☐ Completion of a 4 year or higher program or degree – Field of Study _____
- ☐ None of the above

- 2) List the specific certificate and/or degree(s) that you completed or possess. Include the name of the educational facility, location, and certificate/degree level (i.e. AA or AS). Do not type "See Resume". If no program attended, type "N/A".

- 3) Please indicate in which areas you have experience and enter the number of years of experience.

- ☐ Conduct Research – Years of Experience _____
- ☐ Collect and Analyze Data – Years of Experience _____
- ☐ Preparation and administration of grant funded programs – Years of Experience _____
- ☐ Project Management – Years of Experience _____
- ☐ Administrative Support – Years of Experience _____
- ☐ Planning and organization of special events – Years of Experience _____

- 4) Do you have experience conducting client interviews, processing applications, and verifying income? YES OR NO

- 5) If you answered yes on to the previous question, please explain what programs you have used with your work experience.

6) Do you have work experience with loan programs and the process? YES OR NO

7) If you stated yes for the previous question, please explain your experience and what programs you have used.

8) Do you have experience preparing presentations, public relations or other informational materials for a governmental board, City Council, or non-profit organization?

- ☐ No experience
- ☐ One year or less
- ☐ More than 1 year but less than 2 years
- ☐ Two or more years

9) Do you possess a valid driver's license? YES OR NO

10) Please indicate the current versions of software in which you are PROFICIENT. (Select all that apply)

- ☐ Microsoft Word
- ☐ Microsoft Excel
- ☐ Microsoft PowerPoint
- ☐ Publisher
- ☐ Website Management Software
- ☐ N/A None of the above

11) Which of the following best describes your overall computer proficiency experience:

- ☐ No Experience
- ☐ Limited – search internet, social media, and send emails
- ☐ Moderate – I have worked in position where I have prepared basic word documents and excel spreadsheets.
- ☐ Extensive – I have created, and merged letters utilizing a database, prepare and maintain complex spreadsheets with formulas, links, and multi tabs, etc.

I certify that all answers to the above questions are true and understand that any false information on or the omission of information from this supplemental application will be cause for rejection of this application or termination of employment without notice or benefits.

Applicant's Signature

Date