Supplemental Questionnaire

Clinical Assistant II - Health Dept. / Nursing Division

Please read through the instructions and the questionnaire carefully before you fill it out. It is very important that you answer the questions as completely and accurately as possible.

INSTRUCTIONS

The Utah County Personnel Office appreciates your interest in this position. Since this questionnaire is an important part of the selection process for this position, it must be fully completed. It has been prepared to give applicants the same opportunity to fully explain their background as it relates to this position. In this questionnaire you will be asked to describe your past experience in performing certain duties. Do not substitute your resume or any other material for a response to the questions contained in this questionnaire. Any work experience listed on this supplemental questionnaire must be indicated on your application. We are only interested in your past experience, not in titles of positions you have held, or in your belief that you could do the job if given the chance. Please follow the instructions carefully for each question. Please write clearly.

The information you provide will be evaluated to determine your eligibility for further consideration.

Please type or use black ink (for reproduction purposes). Please attach additional

pages using the same format when more space is needed. Please submit all application

materials to Utah County Personnel Office, 100 East Center, Suite 3	3800, Provo, Utah, 84606 .
Name (please print)	Date
Job Announcement Posting #	
Last four numbers of Social Security #: XXX-XX	
PLEASE READ CAREFULLY BEFORE SIGNING: The answers to the following question my knowledge. I understand that falsification of information may result in my disqualification.	

Date:

Signature:

Please answer the questions as completely as you can. Remember, we are interested in a description of your past experience and not in the titles of positions you have held. Identify your employer(s) for all the experience you describe.

Please describe in detail the length and scope of your experience in the following areas:

1.	Please detail your work experience in client in-take processes: registering, receiving and reviewing client paperwork and documentation				
		Number of months in this function:	_ □ full time	□ part time	
2.		Give a detailed work related example of spreadsheets and other computer progr	ams in your	current or	
3.	What is your work experience in receiving and responding to public complaints and inquiries?				
		Number of months in this function:	_ 🗆 full time	□ part time	

4.	Please review your experience in:					
	a.	fee collection	Number of months in this function:	_ □ full time	□ part time	
	b.	receiving and giving I	receipts for payment of fees			
	C.	maintaining a cash d	rawer			
	d.	preparing daily depos	sits			