



Supplemental Application For Administrative and Fiscal Specialist

Instructions: Please respond to each of the following questions. Type or print your responses on 8-1/2" x 11" paper with a font size of no less than 10 point. **Please limit your responses to a page per question or part.** This information may be used to determine those applicants with the most directly related experience, education, and training to continue in the selection process. Do not combine your responses or reference your application or resume to answer a question.

Please be advised that the information you provide will be evaluated "as is" and incomplete, vague, or illegible responses will likely receive lower ratings. Therefore, it is very important to provide concise, organized, and easy to follow responses to each question.

1. Please describe your experience and/or training in the three areas listed below:
 - a. Accounts receivable and payable.
 - b. Bookkeeping and financial record keeping, including any experience with governmental fund accounting.
 - c. Payroll processing.

2. Describe your experience with supporting personnel and human resource activities.

Please return this signed form with your responses attached to your application.

I certify that the information provided on all application materials is accurate and complete to the best of my knowledge. I understand that any falsification may cancel any terms and conditions, or privileges of employment.

Signature: _____ Date: _____

- *Please indicate below the source or website used to find this job announcement:* _____