



Service and Maintenance Positions Supplemental Questionnaire

San Luis Obispo County Personnel Department
1055 Monterey St., Suite D-250, San Luis Obispo, CA 93408
(805) 781-5959 (805) 781-5958 - Job Hotline
Website Address: www.slocounty.ca.gov/hr
E-mail address: hr@co.slo.ca.us

Instructions: If you are applying for Service and Maintenance Positions with San Luis Obispo County, you must complete this form by answering **ALL** questions. This supplemental form must be submitted along with a completed employment application to be considered for employment.

Fill circles completely for your choices. If a mark lies entirely outside of the circle, it will not be counted.

Example ● My choice ○ A choice not selected

Last Name

First Name

MI

First 3 letters of last name at birth

Last 4 digits of Social Security Number

Month of Birth

Day of Birth

READ THE FOLLOWING ADDITIONAL INSTRUCTIONS:

PLEASE NOTE: You may only apply for Service and Maintenance positions once every six months. Please select each of the positions you would like to apply for on the next page. You cannot change your application or add more positions after submittal.

The questionnaire portion of this process may take up to an hour to complete.

Your success in being granted an interview is entirely dependent upon your responses to this questionnaire for the position(s) you are interested in. During the interview process, you will be questioned about your responses to this questionnaire and your work experience.

This application system matches the needs of the requesting department with the qualifications and preferences provided by applicants. Applicants who are best matched for the position are then placed on an eligible list and interviewed by the requesting department.

Essential Job Functions: For the purposes of the Americans with Disabilities Act, the essential functions of a job will be determined prior to filling each vacant position.

Veteran's Preference Points: Wartime veterans, disabled veterans and unremarried military widows may be entitled to points. Veterans eligible for Veteran's Preference Points must file at the Veteran's Services Office, 801 Grand Ave, San Luis Obispo (at the rear entrance of the Veteran's Memorial Building) prior to filing the application form with the Personnel Department.

All statements made on this application and job qualification/questionnaire must be accurate and complete and will be subject to verification by the County. Any false statements or omissions of material facts will be considered sufficient to subject you to disqualification, dismissal, or removal from the candidate pool.

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Date Received / / Received By Number of Pages (non-blank) 04



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Job Classifications. Please indicate which jobs you are applying for by filling in the corresponding circles. You will be considered for all of the positions which you have marked on this form.

- Custodian
- Public Works Worker I
- Stock Clerk
- Cook I
- Kennel Worker
- Park Gate Attendant
- Water Systems Worker Trainee
- Public Health Aide I
- Mental Health Worker Aide
- Community Service Aide

PLEASE NOTE: You may only apply for Service and Maintenance positions **once every six months.** Please select every position you would like to apply for on the left. You cannot change your application or add more positions after submission.

In order to match available positions with your skills and interests, please complete the rest of this questionnaire.

- Yes No Have you graduated from high school or do you have a GED equivalent?
- Yes No Do you have possession of a valid driver's license?
- Yes No Do you have one year of experience in commercial or institutional cooking or the equivalent combination of institutional/commercial cooking education courses and experience?
- Yes No Do you have one year of experience involving cashier duties and extensive public contact?

Job Conditions. The following is a list of job conditions/environments. Read through this list and select the conditions/environments you would be willing to work under.

- Working indoors all day.
- Working outdoors in all kinds of weather.
- Dealing with the public.
- Doing physical labor.
- Standing a lot.
- Walking a lot.
- Lifting, carrying or stocking heavy things a lot.
- Stooping, bending or twisting a lot.
- Working with people in need of assistance (such as Social Services).
- Performing the same tasks.
- Learning new processes and skills on a regular basis.
- Working with clients in their homes.
- Working with Mental Health clients.
- Working at the Jail.
- Working at Juvenile Hall.
- Working at Mental Health.



Job Preferences. The following is a list of job tasks and skills. Read through this list and select the tasks and skills you would be interested in doing (you do not have to have experience in the tasks and skills you mark). You may mark any number of items.

- Sorting things like paper, packages, etc.
- Operating office machinery like copiers, adding machines, personal computers, etc.
- Moving, stocking and lifting supplies.
- Using carpentry tools.
- Removing and disposing of trash and recycled materials.
- Operating power tools.
- Doing janitorial work.
- Doing grounds maintenance work: gardening, lawn mowing, pruning, planting, trimming, etc.
- Operating heavy equipment or machinery.
- Maintaining and repairing buildings, houses, sheds, etc.
- Maintaining and repairing roads or parking lots.
- Doing heavy physical labor.
- Collecting fees and cashiering.
- Providing information and directions to the public.
- Minor maintenance painting, carpentry, plumbing, and electrical repairs.
- Cooking and preparing food.
- Preparing and maintaining special diets.
- Transporting and accompanying people to appointments.
- Scheduling appointments, park reservations, etc.
- Explaining rules and regulations.
- Enforcing rules and regulations.
- Patrolling a park.
- Administering first aid when necessary.
- Maintaining a stockroom.
- Driving a car as part of the job.
- Keeping records and files.
- Taking inventories.
- Operating or maintaining a park or other recreational facility.
- Assisting visitors at a public recreational facility.
- Applying paint to pavement through striping and stenciling.
- Assembling and mounting signs using wood posts and metal pipes.
- Working in a mobile operation alongside traffic.
- Operating chain saws.
- Tree trimming and removing and operating a brush clipper.
- Doing concrete and masonry work.
- Installing guardrails and guardrail posts.
- Driving a large truck as part of the job.
- Helping people connect to community services.
- Working with At-Risk youth.
- Working around incarcerated individuals.
- Working with individuals in a mental health services environment.
- Minor maintenance of pumps and motors.
- Interviewing clients or gathering information from others verbally.
- Basic clerical work.
- Working with cleaning materials used in an office environment.
- Working in an environment that required a high level of safety awareness.
- Working with water pumps, valves, gates or meters.
- Teaching other people a skill/ procedure/ task.



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Specific Experience. The following is a list of job tasks and skills. Please read through this list and mark those tasks or skills for which you have **SIX MONTHS OF WORK EXPERIENCE OR MORE.** You may mark any number of items.

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- Operating office machinery like copiers, adding machines, personal computers, etc.
- Moving, stocking and lifting supplies.
- Using carpentry tools.
- Removing and disposing of trash and recycled materials.
- Operating power tools.
- Doing janitorial work.
- Doing grounds maintenance work: gardening, lawn mowing, pruning, planting, trimming, etc.
- Operating heavy equipment or machinery.
- Maintaining and repairing buildings, houses, sheds, etc.
- Maintaining and repairing roads or parking lots.
- Doing heavy physical labor.
- Collecting fees and cashiering.
- Providing information and directions to the public.
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