**SAN DIEGO SUPERIOR COURT**

**Supplemental Application Form**

**MATERIEL SPECIALIST I**

**Examination No. 14-002**

|  |  |  |  |
| --- | --- | --- | --- |
| **LAST NAME:** |  | **FIRST NAME:** |  |
| **SOCIAL SECURITY NUMBER:** |  | **--** |  | **--** |  |
| **STREET ADDRESS:** |  |
| **CITY:** |  | **STATE:** |  | **ZIP:** |  |
| **HOME PHONE:** | ( ) | **WORK PHONE:** | ( ) |

**\*\*\* PLEASE READ \*\*\***

Before completing this supplemental application, please review the job announcement to become familiar with the specific requirements for this position. If you do not meet these requirements, do not apply.

The information you provide on the supplemental application will be used to determine/ evaluate your eligibility to compete in the selection process. Please complete carefully and entirely. **Incomplete or illegible forms may be the basis for disqualification, so please provide complete and legible information.** Wherever specific information is requested, it must be stated. Please do not make statements such as “Refer to résumé or application.”

Those sections which are not applicable to your particular qualifications should be marked “N/A” to indicate that they have not been overlooked.

If you need more space, please attach additional sheets, numbering them accordingly. Please print or type your name, your Social Security number, and the examination number on each additional sheet.

You may attach a résumé, but you still must complete all sections of this supplemental application form in order to receive consideration.

If you have any questions, please contact Human Resources at 619-450-7230 or courthr@sdcourt.ca.gov.

SECTION I

Indicate (✓) on the matrix below the experience you have in the following:

|  |  |  |  |
| --- | --- | --- | --- |
| **Mail Service Activities** | **Employer and Job Title** | **Responsibilities or Tasks Performed** | **Length of Time***(Ex: 4/05-4/06 =**1 year)* |
| * Receive, sort, and distribute incoming and outgoing mail
 |  |  |  |
| * Deliver incoming and outgoing mail in own work site facility/location
 |  |  |  |
| * Deliver incoming and outgoing mail to multiple work facilities/locations
 |  |  |  |
| * Use of automated mailing equipment
 |  |  |  |
| * Responsible for a variety of routine mail routes and schedules
 |  |  |  |
| * Interact with co-workers, vendors and/or customers regarding mail services
 |  |  |  |

SECTION II

Indicate (✓) on the matrix below the experience you have in the following:

|  |  |  |  |
| --- | --- | --- | --- |
| **Supply Service Activities** | **Employer and Job Title** | **Responsibilities or Tasks Performed** | **Length of Time***(Ex: 4/05-4/06 =**1 year)* |
| * Receive, store, issue and track materials and equipment. Use of inventory collection devices and maintenance of any inventory tracking equipment or software.
 |  |  |  |
| * Deliver materials and equipment in own work site facility/location
 |  |  |  |
| * Deliver to multiple facilities/locations using proper moving and loading practices.
 |  |  |  |
| * Use of pallet jacks, dollies and packing materials
 |  |  |  |
| * Responsible for a variety of ware-housing duties
 |  |  |  |
| * Interact with co-workers, vendors and/or customers regarding equip-ment deliveries and returns
 |  |  |  |

SECTION III

In the space below, provide a narrative description of any education, training, experience or additional information which you believe further qualifies you for this position (as stated in the job announcement).
You may attach additional sheets, if needed.

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I certify that all of the information provided above is true and accurate. I understand that falsified information may form the basis for my disqualification.

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| --- |
|  |
| Applicant Signature |  | Date |