

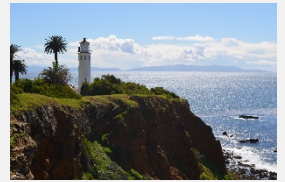


City of Rancho Palos Verdes

SENIOR ADMINISTRATIVE ANALYST

EMERGENCY PREPAREDNESS

Job No. 20-002



SUPPLEMENTAL APPLICATION FORM

APPLICANT NAME _____ **DATE** _____

NOTE: Before completing this supplemental application, be sure to review the job announcement in order to become familiar with the specific requirements for this position. The information you provide on this supplemental application form will be used to determine your eligibility to compete, and will be evaluated for participation in the selection process. Please ensure that you complete this supplemental application form carefully and entirely. A failure to provide a response for each and every question will result in your application packet being deemed "incomplete" and not eligible for full consideration.

The Supplemental Application form consists of a multiple choice section and a section that requires a narrative response from you. Please ensure that you complete this supplemental application form carefully and entirely. A failure to provide a response for each and every question will result in your application packet being deemed "incomplete" and not eligible for full consideration.

Incomplete or illegible forms may be the basis for disqualification, so please provide complete and legible information. Wherever specific information has been requested, it MUST be stated. Please do NOT make statements such as "Refer to resume or application." If you need additional space, attach additional sheets, numbering them accordingly, and ensure your first and last name is printed each additional sheet.

SECTION I: Multiple Choice

Specify your response to each question asked with a "✓" or "x".

1. Indicate the highest level of formal education you have achieved.

<input type="checkbox"/> Some high school	<input type="checkbox"/> Associate's degree
<input type="checkbox"/> High school diploma or equivalent	<input type="checkbox"/> Bachelor's degree
<input type="checkbox"/> Some college	<input type="checkbox"/> Master's degree
2. Indicate the areas in which you have completed certifications in Emergency Preparedness (check all that apply).

<input type="checkbox"/> None	<input type="checkbox"/> ICS 400
<input type="checkbox"/> ICS 100	<input type="checkbox"/> ICS 700
<input type="checkbox"/> ICS 200	<input type="checkbox"/> ICS 800
<input type="checkbox"/> ICS 300	<input type="checkbox"/> G775-EOC Management & Operations
3. For your college degree, indicate the field of study (major coursework) below.

<input type="checkbox"/> Not Applicable	<input type="checkbox"/> Other related field: _____
<input type="checkbox"/> Business	<input type="checkbox"/> Other non-related field: _____
<input type="checkbox"/> Public Administration	
4. Do you possess (or have the ability to obtain) a valid California driver license by time of appointment?

<input type="checkbox"/> No	<input type="checkbox"/> Yes
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SECTION II: Narrative Response

Attach a separate sheet of paper to provide a typed response to the items listed below, adhering to the limitations on the length of the response for each item. Each response should be labeled appropriately, e.g. Response to Item 1, Response to Item 2, etc. If your response to all four items exceeds one (1) page, please ensure that all subsequent pages have a header on the top right hand corner that includes your first and last name, the name of this recruitment (Senior Administrative Analyst-Emergency Preparedness), and the page number.

Item 1: Please describe your experience in the area of emergency operational planning. Include any reports, manuals, policies and procedures you have developed. **(1 page maximum)**

Item 2: Please describe your experience in the area of participating on committees and/or task forces concerning emergency operations. Include your specific role(s) and responsibilities for each **(1 page maximum)**

Item 3: Please describe your experience in developing/updating any proposals, manuals and/or policies and procedures. Include your specific role and responsibility and summarize the types you have performed (e.g. content/purpose). **(1 page maximum)**