

**CIVIL ENGINEER IV
SUPPLEMENTAL INFORMATION SHEET**

Name _____

Instructions: This form is to be completed as part of your application. The information you will provide will be used to determine whether you meet the minimum qualification requirements, and will be used to determine your score for the training and experience evaluation. In order to ensure that you receive the maximum credit to which you are entitled, it is essential that you complete this form as accurately and completely as possible. Incomplete information on this supplement may result in the non-acceptance of your application or a lower examination score. Your score will determine your rank on the eligible list.

Describe your experience accurately and in as much detail as possible. NOTE: In your write-up, avoid using vague and ambiguous terms such as "was responsible for," "researched," "handled," "processed," etc. Instead, use specific language which shows clearly the exact nature of the tasks you performed, and the extent of your involvement.

A RESUME IN LIEU OF THE SUPPLEMENTAL INFORMATION SHEET WILL NOT BE ACCEPTED.

Please circle the choice which applies to your education, certificate, license and work experience.

1. Did you graduate from an accredited college or university with a major 4 year degree in civil engineering?
 - a. yes - indicate type of degree obtained _____/major _____
(Attach a copy of your college transcript.)
 - b. no

2. Do you possess a certificate of registration as a professional engineer in the United States?
 - a. yes – please attach a copy of your valid professional engineering license.
 - b. no

3. Do you have a valid State of Hawai'i driver's license, class 3 or any other valid driver's license?
 - a. yes – please attach a copy of your driver's license
 - b. no

MINIMUM QUALIFICATION REQUIREMENTS: This job requires 3 years of professional civil engineering experience.

4. Do you have the minimum work experience as described above?
 - a. yes
 - b. no

If "yes," describe your work experience, beginning on the next page, which you believe qualifies you to meet the minimum experience requirements.

COMPLETE A SEPARATE FORM FOR EACH EMPLOYER WHERE YOU GAINED THE REQUIRED EXPERIENCE. If you have been employed in more than one related position with the same employer, or if your duties changed significantly within a position, complete a separate form for each position. DUPLICATE THIS FORM OR USE ADDITIONAL SHEETS AS NECESSARY.

A RESUME IN LIEU OF EMPLOYMENT INFORMATION AS REQUESTED BELOW WILL NOT BE ACCEPTED.

I gained the required work experience with the following employer.

Employer _____

Dates of employment – From _____ (mo./yr.) To _____ (mo./yr.)

Reason for leaving _____

Number of hours worked per week (use your best estimate) _____

Your job title _____

Name of licensed Civil Engineer supervisor _____

