

**RECREATION TECHNICIAN III
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. Complete this form as accurately and completely as possible. Incomplete information on this supplement may result in the non-acceptance of your application.

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," "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 license, education and work experience.

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

2. Do you have a high school diploma or a G.E.D.?
 - a. yes
 - b. no

3. Did you graduate from an accredited college with a degree in Recreation, Physical Education, Education, Sociology or Psychology?
 - a. yes - indicate type of degree obtained ____/major _____
(Please attach a copy of your college transcript)
 - b. no

4. If you have not graduated, have you attended an accredited college or university and completed courses in Recreation, Physical Education, Education, Sociology or Psychology?
 - a. yes - indicate courses and credits obtained _____

(Please attach a copy of your college transcript)
 - b. no

MINIMUM QUALIFICATION REQUIREMENTS: This job requires three (3) years of experience in organizing, conducting, or instructing recreational or group activities. (Acceptable experience includes planning recreational programs or group activities, coaching, and/or officiating - volunteer work may be credited).

5. 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.

(continued)

Recreation Technician III
Supplemental Information Sheet

Name: _____

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 _____
Job title of your supervisor _____

For the above position, indicate the percentage of time you spent in each activity.

		<u>% of Time</u>
1.	Organizing, conducting, or instructing recreational or group activities Describe duties: _____ _____ _____ _____	_____ %
2.	Other duties: Describe: _____ _____ _____ _____	_____ %
TOTAL		_____ 100 %

Note: If you are including work experience gained through temporary assignment, please attach written verification from your employer of the total number of hours performed in this task.

I hereby certify that all statements in this form are true and correct, to the best of my knowledge, and I agree and understand that any misstatements of material facts may be cause for non-selection or disqualification, and if selected, may be cause for termination.

I further request and authorize the employer, his agent, and/or contact person named herein, to furnish verification of the statements made herein and/or employment information as may be requested by the Department of Civil Service.

Date _____

Signature _____