

**TRAFFIC TECHNICIAN II  
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," "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 THIS SUPPLEMENTAL INFORMATION SHEET WILL NOT BE ACCEPTED.**

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

1. Do you have a high school diploma or G.E.D.?
  - a. yes
  - b. no
  
2. Did you graduate from an accredited college or university?
  - a. yes -indicate type of degree obtained \_\_\_\_\_/major \_\_\_\_\_
  - b. no
  
3. If not, have you attended or are you attending an accredited college or university?
  - a. yes -indicate courses and number of credits earned \_\_\_\_\_
  - b. no \_\_\_\_\_
  
4. Do you have a valid driver's license?
  - a. yes - please attach a copy of your driver's license
  - b. no

**MINIMUM QUALIFICATION REQUIREMENTS:** This job requires 4 years of work experience in conducting studies, research, or surveys, compiling and analyzing data, and recommending actions. One year of experience shall have involved technical work in support of a traffic engineering function specifically related to the position's function relative to the design, CAD drafting, inspection, installation, monitoring, adjusting, and maintaining of traffic signs, markings, intersections, lighting, and/or signal controllers.

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)

**Traffic Technician II**  
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 experience at 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. <b>Work experience in conducting studies, research, or surveys, compiling, and analyzing data, and recommending actions</b>	_____ %
Describe duties: _____	
_____	
_____	
_____	
2. <b>Technical work in support of a traffic engineering function involving the following for traffic signs, markings, intersections, lighting, and/or signal controllers:</b>	
<input type="checkbox"/> design <input type="checkbox"/> CAD drafting <input type="checkbox"/> inspection <input type="checkbox"/> installation <input type="checkbox"/> monitoring, adjusting and maintenance	_____ %
Describe duties: _____	
_____	
_____	
_____	
3. <b>Other duties</b>	_____ %
Describe: _____	
_____	
_____	
_____	
<b>TOTAL</b>	<b>100 %</b>

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.

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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 Human Resources.

Date \_\_\_\_\_

Signature \_\_\_\_\_