



**SUPPLEMENTAL APPLICATION  
CIVIL SERVICE EXAMINATION  
INSTRUCTION & CLASSROOM SUPPORT TECHNICIAN 2**

Name: \_\_\_\_\_

**DATE DUE: open until filled**

**The Supplemental Application is your CIVIL SERVICE EXAMINATION.**

**It is important that you answer every question**

**You cannot be given credit for experience or training you do not state on your answer sheets.**

1. Where appropriate, answer questions on a separate paper.
2. Type or write your answers, but they must be clear and legible.
3. Describe your most relevant experience and training for each question--it may be paid or unpaid, part-time or full-time.
4. Put your name, the name of the job for which you are applying and the date on each sheet.
5. For each question, include **when** and **where** your experience and/or training occurred.

**RETURN APPLICATION MATERIALS TO:**

***Wenatchee Valley College  
Human Resources  
1300 Fifth Street  
Wenatchee WA 98801  
E-mail: [jobs@wvc.edu](mailto:jobs@wvc.edu)***

**PLEASE NOTE: Use only 8 1/2" by 11" paper**

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**Please answer the following questions on separate paper. Type or hand-write your answers, but they must be clear and legible. Put your name, the name of the job for which you are applying and the date on each answer sheet.**

**1. JOB-RELATED EDUCATION AND EXPERIENCE**

Describe the relevant education and experience that prepares you to be an excellent lab technician for science labs.

**2. DIRECTING AND LEADING THE WORK OF OTHERS**

Describe your experience with successfully directing others or assigning, instructing, and checking the work of others. Include in your description the following information:

- What you did to direct or lead the work of others (e.g. assigned work, instructed others how to accomplish work, checked/monitored work) in a successful manner;
- What type of individuals you directed or led (e.g. students, subordinates, co-workers, volunteers, etc.);
- The length of your experience (e.g. 1 week, 2 months, etc.); and
- Where and when your experience was gained.

**3. WORKING WITH PEOPLE**

Give three examples which best demonstrate your experience with successfully conveying information, explaining procedures, and providing assistance to others, as well as your experience resolving conflicts between individuals in a work environment. For each example, include the following information:

- When and where you gained each experience;
- The title of your position at that time;
- To whom you conveyed information, explained procedures and gave assistance (i.e. co-workers, the public, clients/customers, students, etc.);
- What techniques you used to resolve conflicts;

#### **4. WORKING SAFELY**

Describe your experience following safety rules and regulations pertaining to laboratory work. Include in your description the following information:

- Knowledge of standard laboratory safety practices.
- Specific safety training you have attended, organized, or implemented;
- If you have served as a representative on a campus or company safety committee, describe your role and the dates of your service;
- Specific experience handling hazardous wastes; and

#### **5. FAMILIARITY WITH JOB RESPONSIBILITIES (e.g., ORDERING MATERIALS, MAINTAINING EQUIPMENT, ETC.)**

Describe your experience or training in determining need for materials, equipment, and supplies and ordering and procuring the items within budgetary limitations. Include when and where this experience or training was obtained. If any experience or training involved a laboratory setting, specify what types of equipment, materials, or supplies you were responsible for.

#### **6. WORKING WITH STUDENTS**

Describe your approach to working with students—both work-study students and students in science courses. In your answer, please address the following:

- What do you want students to note as positive features of your work in the labs? (Are you enthusiastic? Creative? Give examples of why these or other terms apply to your work with students.)
- What is the lab tech's role in working with the faculty members who teach students?
- What is your approach to developing and presenting lab activities?