



City of Eastvale
Supplemental Questionnaire
INTERN

Your answers to the questions listed below, along with your employment application, will be carefully reviewed to assess your competitive qualifications for this position. You will be evaluated on the content of your responses.

Your answers should be submitted on 8 ½ x 11 paper, and along with your completed employment application. No more than three (3) pages total may be submitted. Any additional pages will not be reviewed. A completed City employment application, signed supplemental questionnaire, and responses ***must be received together*** no later than **Thursday, March 30, 2017**. The application packet must be received by the submittal deadline, postmarks will not be accepted.

Applications submitted without a completed supplemental questionnaire will not be considered.

1. Describe your career interest in the public sector, communications and/or finance, and why this opportunity interests you.
2. Describe your administrative and/or clerical experience.
3. Describe your experience in working with computers and Microsoft Office products including Word, Excel, Publisher, Power point, and Outlook and describe your level of expertise in each.
4. Describe your experience in working independently in handling routine work assignments.

NAME (Print): _____

I affirm with my signature below that my responses to the above questions on the attached pages are true and correct to the best of my knowledge. I understand that falsified information, or failure to attach this Supplemental Questionnaire and responses with my City Employment Application, will be cause for disqualification.

I am available to work flexible hours Monday through Thursday, and occasional evenings/weekends as required.

SIGNED: _____ DATE: _____