

SUPPLEMENTAL QUALIFICATIONS FORM

**MAINE DEPARTMENT OF TRANSPORTATION
STATE HOUSE STATION #16
AUGUSTA, MAINE 04333-0016**

(Located at Child Street., Augusta)

CANDIDATE'S NAME:		DATE SENT
CLASSIFICATION TITLE:	OPTION:	
TECHNICIAN (Code 6425)	ALL	
DATE DUE IN BUREAU OF HUMAN RESOURCES:	EXAMINER'S NAME:	
<p>I hereby affirm that the information contained in this form is correct to the best of my knowledge and understand that false or misleading statements may result in rejection of my Application for Employment or dismissal from Maine State Service if I am selected.</p> <p>Signature: _____ Date: _____</p>		

<p><u>INSTRUCTIONS:</u></p> <p>This request for supplemental information is to allow you to directly relate your education and experience to specific job requirements. If you need more space, attach additional sheets and identify the area(s) to which they relate. If you need more information, please contact the Examiner identified above at (207) 624-3050. Normal work hours are Monday - Friday from 8:00 a.m. until 5:00 p.m. This form must be signed and dated in order to be evaluated.</p> <p>The statements you make will be the basis for evaluating your specific suitability for this particular work and provide the basis for making a numerical evaluation of training and experience. This form, upon submission to the State of Maine, becomes part of the examination process and is held to be confidential.</p> <p>Statements made on this form and in your application are subject to verification by the Department of Transportation and the Appointing Authority. This form, with your completed Direct Hire Application, must be returned to the Department of Transportation at the above address.</p>
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AREAS OF SPECIALIZATION

Check all areas of specialization for which you qualify. For each item checked, please describe your education and/or experience which you believe qualifies you for that specialty. Also include copies of certifications/licenses, etc.

SPECIALTY AREA	✓	QUALIFYING EDUCATION/EXPERIENCE
Bridge Construction		
Bridge Design		
Bridge Inspection		
CADD/Other		Complete CADD/Computer Supplemental
Computer		Complete Computer Supplemental
Highway Construction		
Highway Design		
Mapping		
Pavement/Concrete Inspection		
Planning/Research		
Right of Way		
Shop Inspection		
Survey		
Traffic		

CADD/COMPUTER SPECIALTY

Experience Levels

None: Little or no experience - may have some familiarity, but little sustained usage. (requires extensive training > 6 months)

Basic: Formal training or limited experience - some course work or > 1 year exp. (some familiarity, could perform task with 2 or 3 months training)

Experienced: Ability to apply skill independently - combination of educ/exp > 2 yrs (can step in and perform task immediately or w/ minimal training)

Category	None	Basic	Experienced	Source
Word Processing				
Lotus Word Pro				
MS Word				
Other -				
Spreadsheets				
Lotus 1-2-3				
MS Excel				
Other -				
Databases				
Lotus Approach				
MS Access				
DB III				
Other -				
Graphics				
Lotus Freelance				
MS Power Point				
Other -				
CADD				
AutoCadd				
MicroStation				
GDS				
Other -				