

**CITY OF FULLERTON  
POLICE RECORDS CLERK  
SUPPLEMENTAL QUESTIONNAIRE  
APRIL 2014**

NAME (please print): \_\_\_\_\_

**INSTRUCTIONS:** Please answer the following questions. This supplemental questionnaire will be used to assist in the screening of the applications. Only those candidates possessing the most suitable qualifications for this classification will be invited to participate in the selection process. Therefore, it is to your advantage to provide as much relevant information as possible. Resumes will not be accepted in lieu of a response to these questions. This questionnaire and your responses must be attached to the City application.

- |   | <b>YES</b>               | <b>NO</b>                |
|---|--------------------------|--------------------------|
| <b>Are you willing and able to:</b>   |                          |                          |
| 1. Work weekends and holidays?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Work various shifts, including afternoons and nights?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Rotate your work shift every six months?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Type documents that may contain profane language and/or graphic descriptions of crimes?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Work as a Matron requiring you to search and ensure the safety of female prisoners? Note – must be female per California Penal Section 4030.                           | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Please describe your experience and/or training using a PC. Please include the types of software with which you are familiar and the type of work performed on the PC. |                          |                          |
| 7. Please describe your experience performing filing and record keeping duties.   |                          |                          |
| 8. Please describe any additional knowledge, skills and/or abilities that you feel qualify you for the position of Police Records Clerk.                                  |                          |                          |

**Are you related to any current City of Fullerton employee?** A City of Fullerton relative is defined as a spouse, child, step-child, parent, step-parent, parent-in-law, legal guardian, brother, sister, step-brother, step-sister, brother-in-law, sister-in-law, aunt, uncle, niece, nephew, grandchild, grandparent or any individual related by blood or marriage living in the same household as a City employee.

No  Yes

If yes, please provide the name of the City of Fullerton employee and the relationship.

As stated on the job flyer, applicants are required to submit a typing certificate verifying a net typing speed of at least 45 wpm. **Did you submit a typing certificate with your application?**

No  Yes

**I certify that all statements of fact made in reference to these questions are true and complete; that there are no misrepresentations of material fact; and I am aware that any misstatements or omissions of material fact may cause rejection of my application, disqualification from competing for, or discharge from any employment in this jurisdiction.**

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Signature

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Date