

Supplemental Qualifications Statement
Step 2 to Mid-Level
Apprentice, Plant Mechanic, BB-5352-00

Name: _____
Vacancy Notice No: _____ BR-GP-MT-08-19

This supplemental qualifications statement and your application for Federal Employment will be used to evaluate your education, experience, and training for this position. If additional space is needed, please use a plain sheet of paper and be sure that you identify the question being addressed such as Element 1, 1.

ELEMENT 1: Deals with your education, training and apprenticeship (if any).

1. Select the response that best describes your highest educational level or experience relative to mechanical and/or electrical systems, equipment and physical plant applications.

- a. I have worked as a journey level Mechanic, Machinist, or Millwright in an industrial setting with responsibility to independently maintain, troubleshoot and/or repair equipment such as pumps, generators, gates, valves, cranes, air compressors, and various hydraulic systems.
- b. I have recently attained a trade certificate (or equivalent) from a technical trade school with a curriculum in industrial maintenance, power plant technology; or a college degree (i.e., associate's, bachelors, etc.) in engineering technology or engineering.
- c. I have recent work experience in a shop environment performing various mechanical or electrical tasks below the journey level that required me to learn and understand technical mechanisms. My assignments have progressively increased in difficulty, requiring me to rapidly gain new or more advanced skills to repair or maintain equipment and/or systems.
- d. I have recently completed at least a year of college or technical trade school (30 semester units or equivalent) and received good grades (2.00 GPA or higher). Coursework included subjects such as: mathematics, engineering, science, or industrial technology (mechanics, machine trades, engineering, physics).
- e. I have recent work experience performing routine technical trades/crafts tasks that required me to learn and use some advanced skills.
- f. I have graduated from high school and recently received passing grades in several shop classes and in either mathematics or science classes.
- g. I have recent work experience where I quickly learned how to use basic hand tools and measuring instruments associated with a trade or craft. Or, I have a hobby that requires me to learn about, and use skills associated with, a scientific, technical or trade field.
- h. I do not have education or experience as described above.

2. Please provide information about your work experience and/or training that demonstrates your ability to successfully progress through an intense and increasingly complex apprentice training program that involves on-the-job training, classroom and correspondence instruction.

3. For each of the subjects listed below show the number of classes taken and indicate the highest level course take as follows: high school, trade or vocational school, technical college, or university or college. Also give the grade received for the highest level of course taken in each subject.

Subject	School Level	Grade
Shop Mathematics		
Machine Shop		
Algebra		
Geometry		
Mechanics		
Chemistry		
Trigonometry		
Mechanical Drawing		
Welding		

Other related courses or Vocational Training (Specify)

4. Indicate any technical training you have had - include high school, trade school, technical college, military training, company or firm, government agency, etc.

Type of Course/Where Received	Dates	Hours/week	No Weeks	Completed

5. If you did not complete any of the training listed above, tell why you did not finish.

6. Check all blocks describing your current levels of ability.

	Poor	Fair	Good	Very Good
Use of trigonometric functions in solving problems				
Multiplication and division of numbers				
Computing decimals, fractions percentages & ratios				
Use of algebraic formula and factoring equations				
Use of geometric theories in solving problems				

7.

Have you ever operated or used:	Yes	No	Home	Hobby	School	On Job
Calipers or Micrometers						
Welding Machines						
Lathe or Milling Machine						

8. Are you now in school? Yes \ \ No \ \

9. Did you drop out of school? Yes \ \ No \ \

If yes when and why?

10. What is the highest number of years you have completed in school or will complete within the next 3 months:

Did you complete high school by GED? Yes \ \ No \ \

11. What would a supervisor, teacher, or instructor who knows you well tell us about your work habits, attendance, dependability, and your willingness to help others?

12. Have you received commendation(s) for the quality of your work or academic achievement (i.e., GPA 3.00 or higher) from high school, technical school or college?

1. Yes
2. No

Element 2. Reliability and Dependability

13. How many jobs have you had within the past 5 years:

- a. Full time: _____
- b. Part time: _____

14. Select the response that reflects the number of days in the last 12 months that you were absent from work or school due to sickness.

1. 0-2 days
2. 3-6 days
3. 7-12 days
4. 13-20 days
5. Over 20 days

15. If you selected 13 or more days of absences in the last 12 months, please explain the circumstances.

16. Select any of the following statements that apply to your employment or education in the last 5 years.

- a. I enrolled in a training or educational program but did not complete it.
- b. I held a job for less than a year and left it.
- c. I have been disciplined for my behavior in a work or school situation.
- d. I have been fired from a job or expelled from school.
- e. None of the above.

17 If you selected any of the first four statements in the previous question, briefly explain the circumstances.

Element 3. Ability to Follow Directions in a Shop

18. Have you worked within the past 3 years in a job that was skilled such as mechanic, welder, pipefitter, machinist, or an apprentice, or other similar jobs? Yes \ \ No \ \

Type of job_____

If yes, how long?_____

19. Select the response that best describes your ability to follow directions in an industrial environment.

- a. I have experience performing routine journey level tasks under close supervision (e.g., using mechanical tools to assist in major overhaul activities such as disassembly, troubleshooting, repair and reassembly of machinery or mechanical equipment).
- b. I have experience performing simple repetitive tasks such as production assembly of mechanical components where instructions are provided for each task by the shop supervisor.
- c. I have experience working in a trades or crafts shop where I received specific instructions to carry out routine tasks.
- d. I do not have experience as described above.

20. What is the longest time you have worked for one person, company, or organization?

21. Have you had a formal apprenticeship?

Yes \ \ No \ \ Trade: _____ Dates: _____

Did \ \ Did not \ \ complete the apprenticeship

Employer: _____ Location: _____

22. Within the past 3 years, have you quit a job (s)? Yes \ \ No \ \

If yes, what job (s) and why did you quit?

23. Have you ever been selected to do a special or more difficult job, or for promotion, because you were doing very good work? Yes \ \ No \ \

If yes, explain:

24. Indicate the date commendation received and/or period of academic achievement and the circumstances supporting the recognition. Indicate where this is reflected on your resume.

Element 4. Ability to work Safely

25. Select the best response that describes your ability to apply safety procedures in an industrial environment.

- a. I have not had education, training, or experience in this area.
- b. I have had training in the safe and proper use of hand tools, power tools and common shop equipment and in the use of personal protective equipment, but I have not yet applied this training to actual work.
- c. I have on-the-job experience in following safety procedures while performing tasks. My work was closely monitored/supervised to ensure compliance with proper safety procedures.
- d. I have routinely performed trade/craft job assignments safely and have been recognized for my safe work practices.

26. Safety Training:

a. Explain safety training you have received

b. Explain safety training you have given

c. List dates, places, and approximate total hours for both safety training received and given. Provide the subject, course title, length of course, month/year taken, month/year completed, certificate/degree received. Include pertinent on-the-job training.

27. Safety record:

a. List accidents within the past 5 years

b. Give dates, state whether at fault, and severity

ATTENTION-THIS STATEMENT MUST BE SIGNED
Read the following paragraph carefully before signing this Statement

A false answer to any question in this statement may be grounds for not employing you after you begin work, and may be punishable by fine or imprisonment (U.S. Code, Title 18, Sec. 1001). I understand that any information I give may be investigated as allowed by law or Presidential order. I certify that, to the best of my knowledge and belief, all of my statements are true, correct, complete, and made in good faith.

Signature (sign in ink)

Date Signed