



**RAMSEY/WASHINGTON
RECYCLING & ENERGY**
CONNECTING VALUE TO WASTE

Contract Specialist Supplemental Questions

The information you provide in this questionnaire will be used to assign you a score for the training and experience rating component of the hiring process. This information is very important. Not all applicants will move on in the selection process. If there is missing or unclear information, you may not receive full credit for your experience. The information you provide must be reflected in the work history section of your application. **Do not mark "see resume" or "see attachment" for your answers to ANY of the questions.**

SUPPLEMENTAL QUESTIONS

1. Please list any degree(s) you have earned, including the name of the institution that granted the degree(s), the date you completed the degree, the major(s), and any minor(s). **Do not write "see resume" or "see application".**

2. Please describe your experience working on teams, your role in the team, and the outcome of the project or process. Include in your answer the name of the employer you worked for; your job title; and your dates of employment (month/year to month/year). If you do not have experience in this area, enter "N/A". **Do not write "see resume" or "see application".**

<p>3. Do you have experience with RFPs, RFQs, RFBs and other solicitation methods to procure goods and services?</p>	<p>YES <input type="checkbox"/></p>
	<p>NO <input type="checkbox"/></p>
<p>4. If you answered Yes to the previous question, please describe in detail where you obtained your experience with RFPs, RFQs, RFBs, or other solicitation methods, your role in working with them, the name of your employer (note if public or private sector), the length of time you worked in this position, your title. If you do not have experience in this area, enter "N/A". Do not write "see resume" or "see application".</p>	
Empty space for answer	
<p>5. Do you have contracting experience working in a public entity?</p>	<p>YES <input type="checkbox"/></p>
	<p>NO <input type="checkbox"/></p>
<p>6. If you answered "Yes" to the above question, you must provide a brief summary of your experience and the name of the employer(s) where you gained that experience. (If you answered "No" to the above question, enter "NA" in the text box.) Do not write "see resume" or "see application".</p>	
Empty space for answer	

7. Please briefly describe your experience with services procurement. Services Procurement is the process for requisitioning people-based services at an enterprise-level with an agreed-upon scope and deliverables. If you do not have any of this type of experience, please enter "N/A. **Do not write "see resume" or "see application"**.

8. Please briefly describe your experience creating templates and database management, specifically as it pertains to contracting or procurement. If you do not have any of this type of experience, please enter "N/A. **Do not write "see resume" or "see application"**.

9. Select your level of proficiency for each of the applications.

Basic: At the beginner level, the individual has acquired a basic set of skills and is able to perform basic tasks with relative ease.

Intermediate: At the intermediate level, the individual has acquired a more advanced set of skills and is able to complete tasks with a greater degree of ease.

Advanced: At the advanced level, the individual has acquired a more comprehensive set of skills and is able to complete tasks with a high degree of ease.

Expert: At the expert level, the individual has acquired a comprehensive set of skills and is able to complete even the most complex tasks with ease.

If you have no experience and/or are not proficient with the listed technologies, select **none**. Please note that you may be required to demonstrate your level of proficiency during the hiring process.

Word or similar software

Basic Intermediate Advanced Expert None

Excel or similar software

Basic Intermediate Advanced Expert None

Access or similar software

Basic Intermediate Advanced Expert None

Outlook or similar software

Basic Intermediate Advanced Expert None

PowerPoint

Basic Intermediate Advanced Expert None

Salesforce

Basic Intermediate Advanced Expert None

DocuSign

Basic

Intermediate

Advanced

Expert

None

Adobe Acrobat

Basic

Intermediate

Advanced

Expert

None

SharePoint

Basic

Intermediate

Advanced

Expert

None

Virtual Meeting Software

Basic

Intermediate

Advanced

Expert

None

Spring CM

Basic

Intermediate

Advanced

Expert

None

10. As part of this application, you are being asked to provide some data about you classified as private personnel data under Minn. Stat. 13.43. The application data classified as private is: name, home address, and home phone number. You are not required to provide this data but if not provided it will prevent the R&E from processing your application and contacting you which will harm your chances to become employed by the county. If you do provide the data it may be used by and released to county staff and agents who have business reasons for its use, those you authorize in writing or if required by or authorized by court order or statute. An applicant's name will become public upon becoming a finalist for employment with R&E. By clicking "yes" below, I certify that the information given in this application form and attachments are true and complete to the best of my knowledge. I authorize R&E to investigate all statements made in this application, as necessary, to consider my application. I understand giving incomplete, false or misleading information in my application or interview(s) will disqualify me from consideration for employment. I understand that if I am hired by R&E, I am subject to discharge if I provide incomplete, false or misleading information or omit material information in connection with this application regardless of when it is discovered.

YES NO

11. All employment offers are conditioned upon the applicant passing a criminal background check. Convictions are not an automatic bar to employment. Each case is considered on its individual merits and the type of work sought. However, making false statements or withholding information will cause you to be barred from employment, or removed from employment. Please initial the box to verify that you have read and understand the statement above.

Initials
