

**HUMAN RESOURCE SUPERVISOR  
SUPPLEMENTAL QUESTIONNAIRE  
Final Filing Date: August 2, 2010**

**Name:** \_\_\_\_\_ **Social Security No.** \_\_\_\_\_

The purpose of this supplemental questionnaire is to assess your qualifications, training and experience in specific job related areas. Your answers to these questions, along with your completed application, will be used to select the most suitably qualified candidates. Applications submitted without completed Supplemental Questionnaires will not be given further consideration.

Respond to each question fully, describing your specific experience and accomplishments, but limit them to one 8-1/2" x 11" sheet of paper (single or double spaced) per question. Responses must be legible. Typewritten responses are preferred. Although this supplemental questionnaire will be reviewed in tandem with your other application documents, please specify the organization or jurisdiction for which you worked and the name and address of a supervisor who can verify the information that you submitted.

1. Describe in detail your experience in labor/employee relations. Detail your conflict resolution philosophy and approach to working with unions. Include instances of success due to your philosophy and approach.
2. Describe your experience with labor contract administration including advising management on the implementation and/or interpretation of contract provisions. Be sure to provide specific examples.
3. Describe your role and level of involvement resolving and/or settling grievances, both disciplinary and contractual in nature.
4. Describe in detail your experience and level of involvement in labor negotiations.

**Certification of Applicant**

I understand that the information provided in this supplemental is subject to verification and is true, to the best of my knowledge. I further understand that providing false information during this selection process is grounds for removal from further consideration or termination after employment.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE