

Hanford Elementary School District

DSF Work Control Technician

Supplemental Application Questions

INSTRUCTIONS: As part of the selection procedure, the following questions measure necessary employment standards for the position and must be completed in order to be considered for the position. Please respond on a new sheet of paper with your name and date on your response sheet.

NOTE: An application will be considered incomplete without responses to these questions.

- 1, Describe your experience, skills and training that have prepared you to perform the duties of the DSF Work Control Technician. Include specific examples related to work flow coordination or safety compliance.
2. What is the extent of your experience working with database systems, spreadsheets, computer software programs and web-based programs? (Include work samples you have created.)
3. Please share any experience you have with workplace safety programs or coordinating safety trainings for staff.
4. Describe your experiences integrating technology or advanced office procedures to increase efficiency and provide a higher level of administrative support.
5. Describe your experience and working knowledge of school facilities and operations, including work orders, maintenance coordination, OSHA/SDS compliance, and facility use processes.
6. Please share a challenging situation you encountered that involved scheduling conflicts or resource limitations and explain how you resolved it.