SUPPLEMENTAL QUALIFICATIONS FORM

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Human Resources
Baxter State Park
64 Balsam Drive
Millinocket, ME   04462

CANDIDATE'S NAME:	DATE SENT	
CLASSIFICATION TITLE:	**OPTION:**	**CODE:**
BAXTER PARK GATEHOUSE ATTENDANT		9422

INSTRUCTIONS:
This request for supplemental information is to allow you to directly relate your education and experience to specific job requirements. If you need more space, attach additional sheets and identify the area(s) to which they relate. If you need more information, please call (207) 723-9616. Normal work hours are Monday through Friday from 8:00 a.m. until 4:00 p.m.

The statements you make will be the basis for evaluating your specific suitability for this particular work and provide the basis for making a numerical evaluation of training and experience. This form, upon submission to the Baxter State Park Authority, becomes part of the examination process and is held to be confidential. *False or misleading statements may result in rejection of your Application for Employment or dismissal from Maine State Service if selected.*

Statements made on this form and in your application are subject to verification by the Baxter State Park Authority.

Please check all that apply:

_____   I have a high school diploma or equivalent.
_____   I have public contact work experience.
_____   I have a valid motor vehicle operator's license (designate class/type)

Directions: Indicate skill level by marking the appropriate boxes for each item listed. Be sure to include the source of your experience and/or training (i.e. the employer number or school from your application from which you derived your experience/training).

Novice.. I have some training/experience in this area but would need support from other technical staff or additional training to develop business applications for use by others. *You must have at least one year of experience in this area to check this box.*

Competent/Experienced.............. I have skill in this area and am fully capable of applying this skill independently to develop business applications for use by others.

Expert... I have in-depth knowledge of product/skill capable of functioning as technical resource/mentor to other professional/technical staff.

Education.................................... I have successfully completed coursework in this area.

Work Experience	No Experience	Education	Novice	Competent/ Experienced	Expert	Employer Number from Application or School
Presented and participated in information, education, and interpretive programs for others.						
Experienced in clerical procedures: collecting fees, keeping records, making reservations.						
Familiar with Baxter Park facilities, natural habitat, and physical surroundings.						
Experienced in hiking and climbing in Baxter Park.						
Experienced in hiking and climbing in other locations.						
Experienced in two-way radio communications.						
Experienced in basic manual computations.						
Relevant training and certifications, i.e. WFA, WAFA, WFR						

Please answer the following questions in detail on another piece of paper and attach to your application.

1. Describe your experience in hiking/backpacking/camping, or other recreational activities, including any experience in Baxter State Park. Specific examples required.

2. What additional experience have you had communicating and working with the public (other than described in your application)? Specific examples required.

3. Tell us any financial experience you have had with handling money, cashups, making change, and deposits, etc. Give specific examples.

4. Briefly describe your participation in outdoor activities.

5. Briefly describe your experience(s) with volunteerism. Give specific examples.

6. Describe any experience you have had with group living situations.

7. What type of first aid training have you had?

8. Tell us why you wish to become a member of the Baxter State Park staff, including additional information which may be useful to the screening committee or hiring board.