

NAME: \_\_\_\_\_

SUPPLEMENT TO THE APPLICATION FOR  
DATA PROCESSING SYSTEMS MANAGER

In addition to the information in your application, we need other information to properly evaluate your qualifications for this position. Answer each question as completely as possible. Use specific language, which shows clearly the work methods used and the extent of your responsibility and accountability. Avoid using general terms as 'worked on systems,' "assisted in systems development" etc. Show instead the extent of your involvement and the exact nature of the operations you performed. Show the extent to which your work was subject to review and the amount of review you gave to the work of others.

Use **ONE** form for **EACH** employer. Use additional sheets or back of forms as necessary.

-----  
Employers' Name: \_\_\_\_\_

Dates Employed: \_\_\_\_\_ to \_\_\_\_\_  
month/year month/year

Average Number of Hours Worked Per Week: \_\_\_\_\_

7. Was the majority of your work experience with this employer at the (check one):

- a) Project management level – as a team or project leader?
- c) Independent worker level – work is performed under general supervision; assignments encompass problems of average difficulty and complexity. Sufficiently expert knowledge and judgment required; warranting only a cursory review of your decisions?
- c) Trainee level?

8. List your duties in the order of their importance and indicate the average percent of time spent on each duty. (Note 40 hours per week = 100%)

---

---

---

---

---

---

---

---

---

---





