



Tahoe City Public Utility District
P. O. Box 5249
Tahoe City, California 96145
Ph. (530) 583-3796
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SUPPLEMENTAL QUESTIONNAIRE FOR ADMINISTRATIVE/ACCOUNTING APPLICANTS

INSTRUCTIONS

- Please print or type and sign this Questionnaire.
- Please fill out all sections even if the questions do not apply directly to the position for which you are applying.
- As this Questionnaire will be evaluated and used as a selection tool, please provide complete information. You will not receive credit for incomplete information. If you are selected to be interviewed, the interviewer will have both your Application for Employment and this Supplemental Questionnaire as resource material.

Applicant Name _____
First Name, Middle Name, Last Name

What is your corrected typing speed? _____ wpm

Last test date _____ Where tested? _____

Do you have any supervisory experience? Yes No

If yes, please list positions and dates

Can you operate a 10-key adding machine by touch? Yes No

Are you a full-charge bookkeeper? Yes No

Have you been in charge of payroll preparation? Yes No

Please describe your payroll preparation experience

Please describe your experience with payroll tax reporting

Have you any experience in electronic payroll deposits? Yes No

Please describe your accounts payable experience

Please describe your experience with accounts payable tax reporting

Please describe you customer service background

Do you have your own transportation? Yes No

Comments to explain any of the above answers

I hereby certify that all statements made in this application are true and complete to the best of my knowledge and belief. I hereby authorize the Tahoe City Public Utility District to investigate any information I have given herein, with the understanding that omission or misrepresentation of facts may be grounds for rejection of the application or dismissal from employment.

Signature of Applicant _____ Date _____

Application is not valid unless signed