

PLEASE BE SURE TO READ ATTACHED INSTRUCTIONS BEFORE COMPLETING ITEM 19

19. EXPERIENCE (Start with your PRESENT position and work back)

May inquiry be made of your present employer regarding your character, qualifications, and record of employment? ☒ Yes ☐ No				
1	Dates of employment (month, year) From Sept. 1965 To present time		Exact title of position Regional Costs Analyst	Number and kind of employees you supervise
	Salary or earnings Starting \$8,940.00 per Yr. Present \$ per		Classification Grade (If in Federal service) PFS-9	Place of employment (City & State) Dallas, Texas
Name and address of employer (firm, organization, etc.)			Kind of business or organization, (Manufacturing, accounting, insurance, etc.) Post Office Dept.	
Reason for wanting to leave			Promotion and more salary	
Description of work Develops and applies procedures for examining, reviewing, controlling, and determining discrepancies in cost reports in assigned phases of the cost analysts program within a region; Makes analytical review of records and reports of the several thousand post offices & other installations within the regional area. Prepares schedules, statements, & reports based on the analysis concerning the distribution of costs allocable to post offices and postal transportation units. Undertakes the development & completion of work performance standards data compiled by large post offices within the region. Prepares cost analysis reports, recommending revisions in use of manpower, equipment & transportation.				
2	Dates of employment (month, year) From Feb. 16, 1963 Sept. 1965		Exact title of position Accountant Asst.	Number and kind of employees you supervise Three (Clerks), 2 Timekeepers
	Salary or earnings Starting \$ 6,585.00 per Yr. Final \$ 7,633.00 per Yr.		Classification Grade (If in Federal service) PFS-7	Place of employment (City & State) U.S. Post Office 78401 Corpus Christi, Texas
Name and address of employer (firm, organization, etc.) U.S. Post Office Department Corpus Christi, Texas 78401			Kind of business or organization, (Manufacturing, accounting, insurance, etc.) Acctg. Asst. Post Office Dept.	
Name, title, and present address of immediate supervisor			Otis S. Bowers, Postmaster U.S. Post Office, Corpus Christi, Texas	
Reason for leaving Better promotional opportunities and more salary.				
Description of work Immediately responsible for the financial accounting activities of the Chief Accountant's Office and as necessary assists the Chief Accountant in the man hour allowance and analysis, cost analysis and budget programs. Assists the Chief Accountant in the gathering and compilation of WMS data, the analysis of this data and the preparation of related reports. Performs other accounting and reporting duties as assigned by the Chief Accountant.				
3	Dates of employment (month, year) From Jan. 1961 To Feb. 16, 1963		Exact title of position Acct. Clerk- Level 4	Number and kind of employees you supervised Two (Accounting Clerks)
	Salary or earnings Starting \$ 5,950.00 per Yr. Final \$ 6,300.00 per Yr.		Classification Grade (If in Federal service) PFS- 4	Place of employment (City & State) U.S. Post Office Corpus Christi, Texas
Name and address of employer (firm, organization, etc.) U.S. Post Office Dept. Corpus Christi, Texas, 78401			Kind of business or organization, (Manufacturing, accounting, insurance, etc.) Acctg. Section Post Office Dept.	
Name, title, and present address of immediate supervisor			Mrs. Ameta C. McGloin, Postmaster Fred Cauley, Chief Accountant, USPOD, C.C. Tex.	
Reason for leaving Promotion				
Description of work Make all reports concerning daily financial Statement and related supporting papers at the end of each accounting period and quarterly statement. Make Vouchers for all supplies, equipment and repairs bought or service for the local Post Office and issued checks in payment for same, including the payment for Postal Certificates. Keep records of Postal Certificate, Money Orders, Treasury Checks Issued and also blanks checks that come in the absence of Chief Accountant.				

IF YOU NEED ADDITIONAL EXPERIENCE BLOCKS USE STANDARD FORM 57-A OR BLANK SHEETS
SEE INSTRUCTION SHEET

CONTINUATION SHEET FOR STANDARD FORM 57
"Application for Federal Employment"

57-203

INSTRUCTIONS—Fill out this form only when necessary for completion of Item 19, "EXPERIENCE," on Standard Form 57. Enclose with your application. Typewrite or write clearly in dark ink.

1. Name (First, middle, maiden, if any, last) Raime Gomez Muguerza	2. Birth date (Month, day, year) March 25, 1921
3. Kind of position applied for, or name of examination	4. Date of this continuation sheet Sept. 15, 1966

4	Dates of employment (month, year) From Apr. 1960 To Jan. 1961	Exact title of position Clerk, Level 4 & Temp Asst Sta. Supt.	Number and kind of employees you supervised 24 Carriers & 5 Clerks
Salary or earnings Starting \$5,950.00 per Yr. Final \$6,300.00 per Yr.		Classification Grade (If in Federal service) PFS-4	Place of employment (City & State) U.S. Post Office Corpus Christi, Texas
Name and address of employer (firm, organization, etc.) U.S. Post Office Dept. Corpus Christi, Texas 78401		Kind of business or organization, (Manufacturing, accounting, insurance, etc.) Distribution & Window Clerk	
Name, title, and present address of immediate supervisor Walter C. North, Station Asst Supt. U.S. Post Office, C.C., Texas 78401			
Reason for leaving More salary & future advancement of position.			
Description of work Distribution of mail and parcel post, rate and distribute Postage due mail. Window work, box mail, make daily business report, cover supervisory tour when on Comp and Annual leave. Answer telephone calls and relate matter pertaining to Post Office mailing in accordance with Post Office regulations. Make all report and financial statements and submit to Accounting Section.			

5	Dates of employment (month, year) From April 1948 to March 1960	Exact title of position Clerk, Distribution	Number and kind of employees you supervised None
Salary or earnings Starting \$ per Final \$5,950.00 per Yr.		Classification Grade (If in Federal service) PFS-4	Place of employment (City & State) U.S. Post Office Corpus Christi, Texas
Name and address of employer (firm, organization, etc.) Ameta McGloin, Postmaster U.S. Post Office, Corpus Christi, Texas		Kind of business or organization, (Manufacturing, accounting, insurance, etc.) U.S. Post Office Dept.	
Name, title, and present address of immediate supervisor Walter Bass			
Reason for leaving For experience to future advancement of position.			
Description of work Distribution mail, handle postage due and post book record, handle 2nd. and 3rd. class mail incoming at back door.			

6	Dates of employment (month, year) From Nov. 1946 To Dec. 1948	Exact title of position Station Branch Supt.	Number and kind of employees you supervised 20 Military & 40 Civilians
Salary or earnings Starting \$ per Final \$5,500.00 per Yr. & 20% Civilian Status		Classification Grade (If in Federal service) Civilian Status	Place of employment (City & State) Hockt, Germany
Name and address of employer (firm, organization, etc.) Post Office Branch of APO 757 (State Dept.) Hockt, Germany		Kind of business or organization, (Manufacturing, accounting, insurance, etc.) P.O. APO 757	
Name, title, and present address of immediate supervisor			
Reason for leaving To return to hometown Civil Service Post Office employment.			
Description of work In charge of Hockt, Germany Post Office, Branch of APO 757. Responsible for Money Oder Business, Registry, dispatch mail schedules and all moneys entrusted to me through the Post Office. Make daily deposit and reports, secure place and detect any counterfeit money received, through use of ultra violet light.			

7	Dates of employment (month, year) From March 1943 To Nov. 1946		Exact title of position Enlisted Service man	Number and kind of employees you supervised	
	Salary or earnings Starting \$ per Final \$ per		Classification Grade (If in Federal service)	Place of employment (City & State)	Kind of business or organization, (Manufacturing, accounting, insurance, etc.)
Name and address of employer (firm, organization, etc.) Military Service, (Infantry and Postal) European Theater			Name, title, and present address of immediate supervisor		
Reason for leaving Honorable discharged.					
Description of work					
8	Dates of employment (month, year) From April 1942 To March 1943		Exact title of position Handler, Mail	Number and kind of employees you supervised None	
	Salary or earnings Starting \$ per Final \$ 150.00 per Month		Classification Grade (If in Federal service)	Place of employment (City & State) Corpus Christi, Texas	Kind of business or organization, (Manufacturing, accounting, insurance, etc.) U.S. Post Office Dept.
Name and address of employer (firm, organization, etc.) Ametz McGloin, Postmaster U.S. Post Office, Corpus Christi, Texas			Name, title, and present address of immediate supervisor Walter C. North, USPOD, C.C., Texas		
Reason for leaving Inducted into Military Service (Army)					
Description of work Handle, distribution of mail sacks and ship out same. Work different duties pertaining to shipping mail to different stations in town.					
	Dates of employment (month, year) From To		Exact title of position	Number and kind of employees you supervised	
	Salary or earnings Starting \$ per Final \$ per		Classification Grade (If in Federal service)	Place of employment (City & State)	Kind of business or organization, (Manufacturing, accounting, insurance, etc.)
Name and address of employer (firm, organization, etc.)			Name, title, and present address of immediate supervisor		
Reason for leaving					
Description of work					
	Dates of employment (month, year) From To		Exact title of position	Number and kind of employees you supervised	
	Salary or earnings Starting \$ per Final \$ per		Classification Grade (If in Federal service)	Place of employment (City & State)	Kind of business or organization, (Manufacturing, accounting, insurance, etc.)
Name and address of employer (firm, organization, etc.)			Name, title, and present address of immediate supervisor		
Reason for leaving					
Description of work					

ATTACH SUPPLEMENTAL SHEETS OR FORMS HERE

• ANSWER ALL QUESTIONS CORRECTLY AND FULLY

20. SPECIAL QUALIFICATIONS AND SKILLS

A. Kind of License or Certificate (For example, pilot, teacher, registered nurse, lawyer, radio operator, C.P.A., etc.) Bonded Real Estate Broker & Notary Public	B. State or other licensing authority Texas	C. Year of first license or certificate 1960	D. Year of latest license or certificate 1966
E. Special skills you possess and machines and equipment you can use. (For example, short wave radio, multilith, comptometer, key punch, turret lathe, transcribing machine, scientific or professional devices) All kind of mach. in Cabinet Making, All Accounting Machines including all types of Calculators, Thermo-Fax Copying Mach.		F. Approximate number of words per minute: 40	Shorthand some
G. Special qualifications not covered in application. (For example, your most important publications (do not submit copies unless requested); your patents or inventions; public speaking and publications experience; membership in professional or scientific societies, etc.; and honors and fellowships received.) Internat'l Accounting Society, Distric III Chairman & Treasurer, American GI Forum, Secretary, National Assn. of Postal Supv., Member, N.P.U. Assn. AGIF State Jr. Organizer for better Education, Sec. Supv. Committee for Post Office Credit Union.			

21. EDUCATION

A. Place "X" in column indicating highest grade completed												B. If you graduated from high school, give date		C. Name and location of last high school attended					
1	2	3	4	5	6	7	8	9	10	11	12	May 1941		Roy Miller High School Corpus Christi, Texas					
											X								
D. Name and location of college or university												Dates attended		Years completed		Credit hours		Degree received	Year received
												From	To	Day	Night	Semester	Quarter		
Del Mar College, C.C., Texas												1950	1951		1	Cabinet Making			
Del Mar College, C.C., Texas												1950	1956		6	Academic courses for AA			
University of Corpus Christi, Texas												1951	1957		6	135 Hr.		BBA	1957
IAS Correspondence Accounting Course												1951	1956		5	CPA Cert. pending			
E. Chief undergraduate college subjects										Semester Hours Credit	Quarter Hours Credit	F. Chief graduate college subjects				Semester Hours Credit	Quarter Hours Credit		
NA												NA							
G. State major field of study at highest level of college work Business Administration and CPA Accounting																			
H. Other schools or training (for example, trade, vocational, Armed Forces, or business). Give for each the name and location of school, dates attended, subjects studied, certificates, and any other pertinent data. Adjutant General School, Administration Adj. (Army Extension Courses 1952-1954) Civil Affairs Extension Courses 1964 to present.																			

22. FOREIGN TRAVEL

Have you lived or traveled in any foreign countries?

☒ Yes ☐ No

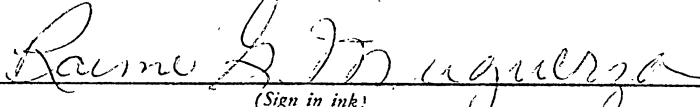
If "Yes," give in Item 39 names of countries, dates and length of time spent there and reason or purpose (military service, business, education, or vacation).

23. FOREIGN LANGUAGES

Enter foreign language and indicate your knowledge of each by placing "X" in proper column	Reading			Speaking			Understanding			Writing		
	Exc.	Good	Fair	Exc.	Good	Fair	Exc.	Good	Fair	Exc.	Good	Fair
Spanish	X			X			X			X		
Italian & French			X			X			X			X
German		X			X			X				X

24. REFERENCES

List three persons living in the United States or territories of the United States who are NOT RELATED TO YOU AND WHO HAVE DEFINITE KNOWLEDGE of your qualifications and fitness for the position for which you are applying. Do not repeat names of supervisors listed under Item 19.		
FULL NAME	PRESENT BUSINESS OR HOME ADDRESS (Number, Street, City, State and Zip Code)	BUSINESS OR OCCUPATION
Gilbert Garcia	1405 Casa De Oro, C.C., Texas	Comptroller
Hector P. Garcia M.D.	3001 Morgan St., C.C., Texas	M.D. & Surgeon
Tony Bonilla	Wilson Bldg., C.C., Texas	Attorney & State Representative

ANSWER ALL QUESTIONS BY PLACING "X" IN PROPER COLUMN		YES	NO
25. Are you a citizen of the United States of America? If "No," give country of which you are a citizen: _____		☒	
26. Are you now, or have you ever been, a member of the Communist Party, U.S.A., the Communist Political Association, the Young Communist League, or any Communist organization?			☒
27. Are you now or have you ever been a member of any foreign or domestic organization, association, movement, group, or combination of persons which is totalitarian, Fascist, Communist, or subversive, or which has adopted, or shows, a policy of advocating or approving the commission of acts of force or violence to deny other persons their rights under the Constitution of the United States, or which seeks to alter the form of government of the United States by unconstitutional means?			☒
<i>If your answer to 26 and/or 27 above is "Yes," state on a separate sheet attached to and made a part of this application the names of all such organizations, associations, movements, groups or combination of persons and dates of membership. Give complete details of your activities therein and make any explanation you desire regarding your membership or activities. (See Instruction Sheet.)</i>			
28. Have you any physical handicap, chronic disease, or other disability?			☒
29. Have you ever had a nervous breakdown?			☒
30. Have you ever had tuberculosis?			☒
<i>If your answer to 28, 29, or 30 above is "Yes," give details in Item 39.</i>			
31. Have you ever been barred by the U.S. Civil Service Commission from taking examinations or accepting civil service appointment? (If your answer is "Yes," give dates of and reasons for such debarment in Item 39.)			☒
32. Does the United States Government employ in a civilian capacity any relative of yours (by blood or marriage) with whom you live or have lived within the past 24 months?			☒
<i>If your answer is "Yes," give in Item 39 for EACH such relative (1) full name; (2) present address; (3) relationship; (4) department or agency by which employed; and (5) kind of appointment.</i>			
33. Do you receive or have you applied for an annuity from the United States or District of Columbia Government under any retirement act or any pension or other compensation for military or naval service?			☒
<i>If your answer is "Yes," give details in Item 39.</i>			
34. Are you an official or employee of any State, territory, county, or municipality?			☒
<i>If your answer is "Yes," give details in Item 39.</i>			
35. Have you ever been discharged (fired) from employment for any reason?			☒
36. Have you ever resigned (quit) after being informed that your employer intended to discharge (fire) you for any reason?			☒
<i>If your answer to 35 or 36 above is "Yes," give details in Item 39. Show the name and address of employer, approximate date, and reasons in each case. This information should agree with statements made in Item 19—Experience.</i>			
37. Have you ever been arrested, taken into custody, held for investigation or questioning, or charged by any law enforcement authority? (You may omit: (1) Traffic violations for which you paid a fine of \$30.00 or less; and (2) anything that happened before your 16th birthday. All other incidents must be included, even though they were dismissed or you merely forfeited collateral.)			☒
38. While in the military service were you ever arrested for an offense which resulted in a trial by deck court or by summary, special, or general court-martial?			☒
<i>If your answer to 37 or 38 is "Yes," give details in Item 39, showing for each incident: (1) date, (2) charge, (3) place, (4) law enforcing authority or type of court or court-martial, and (5) action taken.</i>			
39. SPACE FOR DETAILED ANSWERS TO OTHER QUESTIONS. Indicate item numbers to which answers apply.			
Item No.		Item No.	
22	Only while in the Armed Service		
	French-Morocco 2mo Armed Serv.	1943	(Germany 40mo Armed Serv. 1945-48
	Sicily 1mo " "	1943	
	Italy 9mo " "	1944	Civilian Status with State Dept.
	France 9mo " "	1944-45	(18mo Contract in Military Post Office)
If more space is required, use full sheets of paper approximately the same size as this page. Write on each sheet your name, date of birth, and examination title. Attach on inside of this application.			
ATTENTION: READ THE FOLLOWING PARAGRAPH CAREFULLY BEFORE SIGNING THIS APPLICATION			
A false or dishonest answer to any question in this application may be grounds for rating you ineligible for Federal employment, or for dismissing you after appointment, and may be punishable by fine or imprisonment (U.S. Code, Title 18, Sec. 1001). All statements made in the application are subject to investigation, including a check of your fingerprints, police records, and former employers. All information will be considered in determining your present fitness for Federal employment.			
CERTIFICATION			
I CERTIFY that all of the statements made in this application are true, complete, and correct to the best of my knowledge and belief and are made in good faith.			
Signature of applicant		Date	
 <i>(Sign in ink)</i>		Sept. 15, 1966	

DEL MAR TECHNICAL INSTITUTE

IN COOPERATION WITH
THE TEXAS EDUCATION AGENCY

DEPARTMENT OF

Distributive



Education

Certify that

RAIME G. MUGUERZA

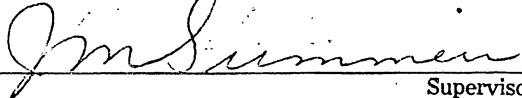
has satisfactorily completed the ²⁰ hour course in

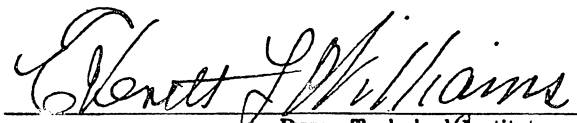
SUPERVISION

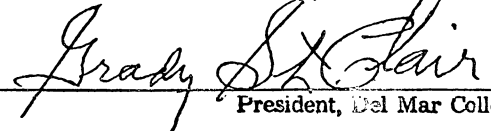
APRIL, 1966

Date of Award


Instructor


Supervisor


Dean, Technical Institute


President, Del Mar College

30722

THE UNIVERSITY OF CORPUS CHRISTI
Corpus Christi, Texas
PERMANENT RECORD

1716 Comanche St.

YUGLENZA RAIME G. 2202-Howard Corpus Christi, Texas
Last Name Other Names Home Address

March 25, 1921 Bishop, Texas Catholic February, 1951
Date of Birth Place of Birth Church Date of Entrance

Parent or Guardian Address Father's Occupation

RECORD OF PREPARATORY WORK

High School Corpus Christi, H. S. Graduated 1941

Units: _____ Honors _____

Conditions _____

RECORD OF COLLEGE WORK

Grades: Passing Grades, A, B, C, D; Failing Grade, F; Incomplete Grade, Inc.; W—Authorized Withdrawal.

Long Session: Each semester is 18 weeks.
Summer Session: Each term is 6 weeks.

Credit Hour: A semester hour represents 1 sixty minute recitation period for 18 weeks or 2 to 4 sixty minute laboratory periods.

COURSE No.	DESCRIPTIVE TITLE OF COURSE	SEM. HRS.	HOURS		Weeks	Grade	Pts.	Sessions
			Lec.	Lab.				
	EVENING COLLEGE							
B A 453	Personnel Management	3	3		18	B	6	Spr 51
B A 113	Elem Accounting	3	6		9	B	6	SS 51
Russ 113	Elem Russian	3	6		9	B	6	
B A 123	Prin of Accounting	3	3		18	C	3	Fall
B A 313	Business Law	3	3		18	A	9	51-52
B A 323	Business Law	3	3		18	B	6	Spr 52
Math 112	Industrial Math (General Math)	2	2		18	B	4	
M E 122	Engr Probl	2	2		18	B	4	
Math 113	College Algebra	3	6		18	C	3	SS 52
Engi Dr 113	Engineering Drawing	3	3		18	B	6	Fall 52
Engi 112	Engineering Problems	2	2		18	B	4	Spr 53
Math 122	General Math	2	2		18	A	6	
Bibl 222	Hebrew Prophets	2	2		18	C	2	SS 53
Govt 323	State Govt	3	3		18	C	3	Fall 53
B A 393	Business Correspondence	3	3		18	C	3	
Govt 313	American Natl Govt	3	3		18	C	3	Spr 54
B A 213	Economics	3	3		18	B	6	
B A 363	Corporation Finance (Evening)	3	3		18	C	3	Fall 54
B A 224	Principles of Accounting (Evening)	4	3	2	18	C	3*	Spring
B A 343	Business Statistics (Evening)	3	3		18	C	3	54-55
P.E.	Military Service	4				cr		
	Army Extension Courses En Bloc	51						

Conditions _____

Psy. Test Score _____ Percentile Rank: _____

Eng. Test Score _____ Percentile Rank: _____

Graduated Aug 23 1957
B.B.A. degree
Major Biz. Administration
Minor _____
Rank _____
Honors: _____

[Signature]
JAN 27 1966 Registrar

Not valid as an official transcript without seal of college.

COURSE No.	DESCRIPTIVE TITLE OF COURSE	SEM. HRS.	HOURS		Weeks	Grade	Pts.	Year Hrs.
			Lec.	Lab.				
P. A 373	Public Finance	3	3		13	C	3	Fall
Geol 233	Geology	3	3		12	C	3	55-56
P. A. 333	Elementary Cost Accounting	3	3		18	C	3	
Acct 425	Firm of Auditing (Evening)	3	3		18	B	6	Apr 56
Acct 225	Acct of U S	3	3		18	C	2*	
B. A. 313	Intermediate Accounting (Evening)	3	3		18	C	3	
Bibl 123	New Testament History (by conference)	3	3		6	C	3	1-SS-57
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INTERNATIONAL ACCOUNTANTS SOCIETY, INC.

A CORRESPONDENCE SCHOOL SINCE 1903

209 WEST JACKSON BOULEVARD • CHICAGO, ILLINOIS 60606

January 18, 1966

EDUCATIONAL REPORT

Re: Raima G. MUguerza - 355059

Name of Course: Accounting

Number of assignments in course: 90

Number of assignments completed: 90

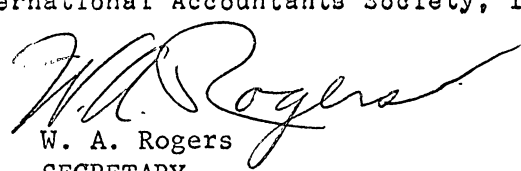
The sections completed to date and the grades received are as follows:

<u>Sections Studied</u>	<u>Number of Assignments</u>	<u>Grades Received</u>				
		<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>F</u>
Accounting Elements	10	9	1			
General Accounting	30	17	9	4		
Basic Cost Accounting	10	5	5			
Corporation Accounting	10	8	2			
Basic Auditing	10	4	4	2		
Public Auditing	20	13	3	4		

SCOPE OF COURSE. A detailed description appears in the attached Outline of the IAS Course.

Should you desire further information regarding this student's progress we shall gladly furnish it upon request.

International Accountants Society, Inc.

By: 
W. A. Rogers
SECRETARY

ER:K

INTERNATIONAL ACCOUNTANTS SOCIETY, INC.

A Correspondence School Since 1903

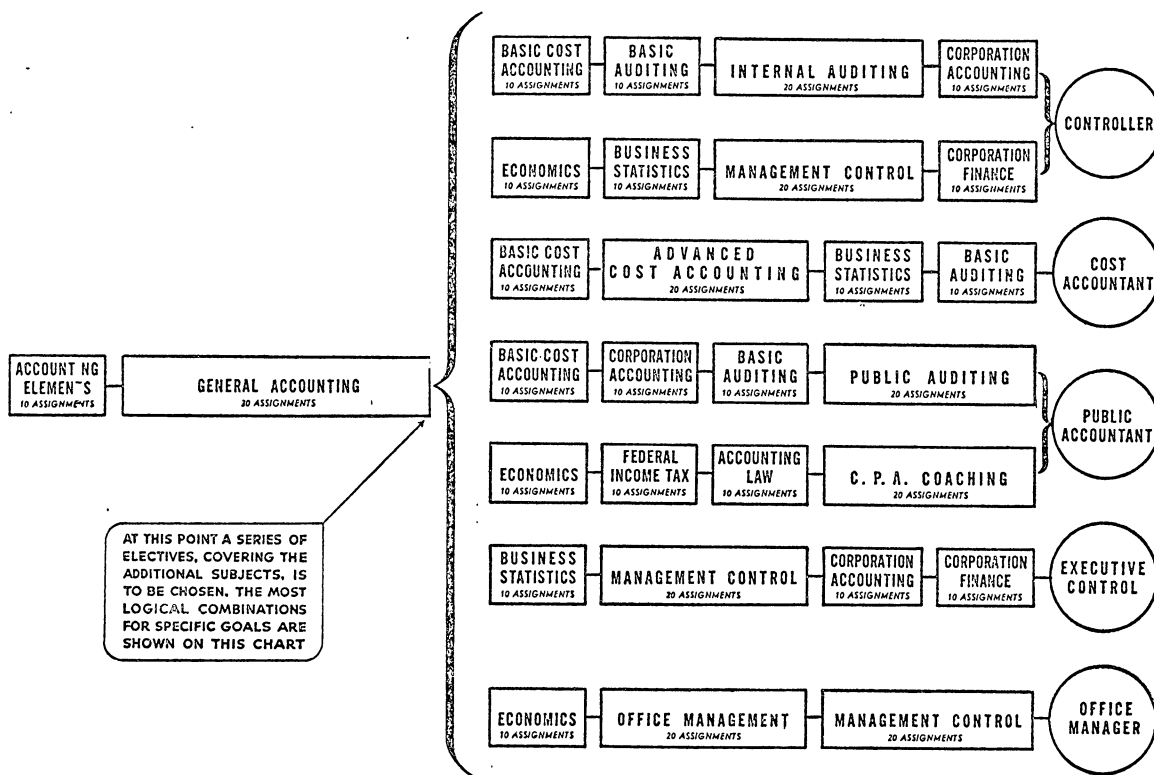
209 WEST JACKSON BOULEVARD

CHICAGO, ILLINOIS 60606 · U · S · A ·

OUTLINE OF THE IAS DIPLOMA COURSE

The divisions of the IAS Course are as follows: Accounting Elements (10 assignments), General Accounting (30 assignments), Elective Groups (50 assignments)--a total of 90 assignments.

Up to and including Assignment 40 students follow the same program. Beyond Assignment 40, as explained in the chart below, each student follows a special program to prepare himself for his chosen goal, i.e., Controller, Cost Accountant, Public Accountant, Executive Control, Office Manager, or any other arrangement which best fits his needs. The list of electives shown in the chart is subject to addition and change.



ACCOUNTING ELEMENTS

(Ten Assignments)

1. Introduction to Accounting.
2. General-Ledger Development.
3. Purchase and Sale of Merchandise.
4. Fixed Assets.
5. Credit Sales.
6. Classification of Liabilities.
7. Accounting Periods.
8. Periodic Adjustments.
9. Controlling Accounts.
10. Perpetual Inventories.

GENERAL ACCOUNTING

(Thirty Assignments)

11. Periodic Inventories.
12. Depreciation of Fixed Assets.
13. Book Form of General Ledger.
14. General and Special Journals.
15. The Working Trial Balance.
16. Balance Sheets and Profit and Loss Statements.
17. Classification of Accounts.
18. The General Ledger--Net Worth.
19. Classification of Gross Profit.
20. Departmental Accounts.
21. Sundry Accounting Procedures.
22. Correction of Errors.
23. Working Trial Balance.
24. The Financial Statements.
25. Paper Closings.
26. Cash on Hand and in Banks.
27. Cash Systems.
28. Receivables.
29. Special Receivables.
30. Accounting-Machine Methods for Receivables.
31. Inventories.
32. Fixed Assets.
33. Depreciation.
34. Liabilities.
35. Sales.
36. Costs and Expenses.
37. Proprietorship.
38. Arrangement of Financial Statements.
39. Auditors' Working Papers.
40. Variations in Accounting Practice.

BASIC AUDITING

(Ten Assignments)

1. Introduction to Auditing.
2. Elementary Technic of Auditing.
3. Asset Accounts.
4. Audit of Liabilities.
5. Proprietary Capital.
6. Various Classes of Audits.
7. Investigations.
8. Capital and Revenue.
9. Fraud in Accounts from Auditor's Viewpoint.
10. Personality of Auditor.

PUBLIC AUDITING

(Twenty Assignments)

1. The Field of Public Auditing.
2. Junior Audit Work.
3. Analyses and Reconcilements.
4. Examination of Accounting Evidence.
5. Internal Control.
6. Test-Checking.
7. Preparing the Program of Audit.
8. Working Papers.
9. How to Handle Adjustments.
10. Preparing Reports.
11. How Audit Staffs Are Organized.
12. Responsibilities of the Independent Auditor.
13. The Conduct of an Accounting Practice.
14. Defalcations.
15. Defalcations (Continued).
16. False Financial Statements.
17. Trends in Public Accounting.
18. Illustrative Audit.
19. Illustrative Audit--Working Papers.
20. Illustrative Audit--Model Report.

INTERNAL AUDITING

(Twenty Assignments)

1. The Field of Internal Auditing.
2. Mechanics of Auditing.
3. Test-Checking.
4. Analyses and Reconcilements.
5. Working Papers.
6. Preparing the Program of Audit.
7. Cash and Securities.
8. Receivables.
9. Inventory Accounting.
10. Inventory Auditing.
11. Fixed Assets.
12. Purchases and Liabilities.
13. Payrolls.
14. Revenues.
15. Accounting Systems.
16. Scrutiny and Comparison.
17. Budgets.
18. Expanding Responsibilities.
19. Executive Control Books.
20. Reports.

BASIC COST ACCOUNTING

(Ten Assignments)

1. Introduction.
2. Accounting for Two Products.
3. Cost Controlling Accounts.
4. The Completed Classification.
5. Material.
6. Labor.
7. Manufacturing Expense.
8. Manufacturing Expense (Continued).
9. Demonstration of Cost Procedure.
10. Conclusion.

ADVANCED COST ACCOUNTING
(Twenty Assignments)

1. Introduction.
2. Historical Cost Accounting for Material.
3. Historical Cost Accounting for Labor.
4. Historical Cost Accounting for Pay-roll.
5. Historical Accounting for Factory Expense.
6. Historical Accounting for Factory Expense (Concluded).
7. Summary of Historical Cost Accounting.
8. Introduction to Standard Cost Accounting.
9. Change from Historical to Standard Cost Accounting.
10. Material Price Standards.
11. Material Quantity Standards.
12. Standards for Labor.
13. Standard Cost Accounting for Labor.
14. Budgets and Factory Expense.
15. Standard Cost Accounting for Expense.
16. Standard Cost Accounting for Expense (Concluded).
17. Summary of Standard Costs.
18. Process Cost Accounting.
19. Joint-Product Costs, Direct Costing, and Market Pricing.
20. Cost Reports.

CORPORATION ACCOUNTING
(Ten Assignments)

1. The Corporate Form.
2. Capital Stock.
3. Surplus.
4. Surplus (Concluded).
5. Bonds.
6. Bonds (Concluded).
7. Reorganization.
8. Business Combinations.
9. Business Combinations (Concluded).
10. Dissolution, Receivership, and Bankruptcy.

CORPORATION FINANCE
(Ten Assignments)

1. Forms of Business Organization.
2. Planning for Solvency and Profitability.
3. Corporation Stock.
4. Corporation Bonds.
5. Corporation Financing.
6. Marketing of Securities.
7. Current and Intermediate Financing, and Dividend Policy.

8. Special Financial Problems, Mergers and Consolidations.
9. Failures and Reorganizations.
10. Financial Analysis Methods.

BUSINESS STATISTICS
(Ten Assignments)

1. Introduction.
2. Collection of Statistical Data.
3. Classification and Tabulation.
4. Averages.
5. Historical Statistics.
6. Correlation.
7. Applied Business Statistics.
8. Sales Statistics.
9. Cost of Goods Sold.
10. Commercial Expense Analysis.

MANAGEMENT CONTROL
(Twenty Assignments)

1. Introduction.
2. Methods and Principles of Control.
3. Organization, Accounts, and Statistics.
4. Analysis and Classification.
5. Trends.
6. Ratios.
7. Sufficiency of Sales.
8. Competitive Sales Trends.
9. Controlling Sales Promotion.
10. Measuring Factory Costs.
11. Actual Cost Control.
12. Standard Cost Control.
13. Design, Equipment, and Operation.
14. Measuring Sales Costs and Statistics.
15. Non-Manufacturing Expense Trends.
16. Unit Expense Control.
17. Prediction.
18. Standards.
19. Planning.
20. Financial Control.

ACCOUNTING LAW
(Ten Assignments)

1. Contracts.
2. Contracts (Continued).
3. Negotiable Instruments.
4. Agency.
5. Partnership.
6. Corporations.
7. The Law of Sales.
8. Bailments and Fire Insurance.
9. Real Property, Patents, Copyrights, and Trade-Marks.
10. Wills and Estates.

FEDERAL INCOME TAX

(Ten Assignments)

1. Who Must File Returns.
2. Recognition of Gain or Loss.
3. Capital Gains and Losses.
4. Deductions.
5. Deductions--Depletion.
6. Current Payment of Individual Income Taxes.
7. Inventories and Accounting.
8. Corporations.
9. Corporations--Reorganization.
10. General.

ECONOMICS

(Ten Assignments)

1. The Nature of Economics.
2. Production--Economic Goods.
3. Production--Factors in Production.
4. Consumption.
5. Exchange--Values.
6. Exchange--Prices.
7. Exchange--Costs.
8. Exchange--Money and Credit.
9. Distribution.
10. The Business Cycle.

CPA COACHING

(Twenty Assignments)

1. Financial Statement Presentation.
2. Statement of Source and Application of Funds, Cash Statements, and Forecasts.
3. Corporation Accounting.
4. Consolidated Statements, Purchases, and Pooling of Interests.
5. Partnerships and Joint Ventures.
6. Process Costs and Joint Products.
7. Job Order Costs, Standard Costs, and Cost Analysis.

8. Inventory, Consignment, and Branch Accounting.
9. Real Estate, Contractor Accounts, and Installment Sales.
10. Business Liquidations, Reorganizations, and Casualty Losses.
11. Estates, Trusts, and Pension Plans.
12. Single Entry, Foreign Exchange, and Miscellaneous Problems.
13. Management Services and Decision Problems.
14. Governmental Accounting.
15. Governmental and Other Fund Accounting.
16. Federal Income Taxes.
17. Accounting Practice Examination.
18. Theory of Accounts.
19. Auditing.
20. Commercial Law.

OFFICE MANAGEMENT

(Twenty Assignments)

1. The Office Manager and the Organization.
2. Analyzing the Problems of the Office.
3. Control of Clerical Work.
4. Making a Job Analysis.
5. How to Establish Office Procedures.
6. Simplification of Methods.
7. Effective Use of Machines.
8. Office Forms, Records and Reports.
9. Employment of Personnel.
10. Establishing Rate of Pay.
11. Rating Employees.
12. Training Employees.
13. Handling Correspondence.
14. Filing and Record Storage.
15. Services in the Office.
16. Keeping Employees Informed.
17. The Work Area.
18. Control of Office Expenses.
19. Management and the Worker.
20. Establishment of Effective Leadership.

SECTION 1 GENERAL INFORMATION

INSTRUCTIONS for SECTION 1:

- IF YOUR ANSWER TO A QUESTION IS YES DARKEN THE OVAL
- IF YOUR ANSWER IS NO LEAVE THE ITEM BLANK
- IF YOU MARK AN ITEM IN ERROR ERASE IT THOROUGHLY BEFORE PROCEEDING TO THE NEXT ITEM

SAMPLE ILLUSTRATION

YOU CAN READ AND SPEAK FRENCH . . .
DARKEN THE "YES" OVALS. YOU CANNOT
WRITE FRENCH AND YOU HAD NO CLASS-
ROOM TRAINING IN FRENCH . . . LEAVE ITEMS BLANK.

	LANGUAGE ABILITY			CLASSROOM
	READ	SPEAK	WRITE	TRAINING
FRENCH	☒	☒	☒	☒

- SPECIAL SKILLS** ☒ PRACTICE BEFORE BAR
- ☒ CERTIFIED PUBLIC ACCOUNTANT
- ☒ TYPE 25 WORDS PER MINUTE OR MORE
- ☒ TAKE SHORTHAND AT 60 WORDS PER MINUTE OR MORE

	LANGUAGE ABILITY			CLASSROOM
	READ	SPEAK	WRITE	TRAINING
FRENCH	☒	☒	☒	☒
SPANISH	☒	☒	☒	☒
GERMAN	☒	☒	☒	☒
CHINESE	☒	☒	☒	☒
RUSSIAN	☒	☒	☒	☒

TRAVEL & RELOCATE

- ☒ I WOULD BE WILLING TO LIVE IN A FOREIGN COUNTRY
- ☒ I WOULD BE WILLING TO TRAVEL
- ☒ I WOULD BE WILLING TO RELOCATE

INTER-AGENCY RELEASE

- ☒ PERMISSION IS GRANTED TO MAKE MY NAME AVAILABLE TO OTHER GOVERNMENT AGENCIES.

EDUCATION ATTAINMENT

- ☒ GRAMMAR SCHOOL OR NO FORMAL EDUCATION
- ☒ HIGH SCHOOL GRADUATE
- ☒ TRADE SCHOOL CREDIT WHICH DOES NOT REQUIRE HIGH SCHOOL
- ☒ TRADE, TECHNICAL OR BUSINESS SCHOOL - GRADUATE CERTIFICATE AWARDED.

COMPLETE THE FOLLOWING ONLY IF YOU HAVE ATTENDED A COLLEGE OR UNIVERSITY - OTHERWISE GO TO PAGE 5 SECTION 3.

COLLEGE OR UNIVERSITY CREDIT

UNDERGRADUATE CREDIT

☒ A ☒ B ☒ C ☒ D

UNDERGRADUATE CREDIT

- 24 SEMESTER HOURS OR LESS
- 25 TO 96 SEMESTER HOURS
- 97 HOURS PLUS
- BACHELOR'S DEGREE

MARK THE OVAL WHICH
CORRESPONDS TO YOUR
HIGHEST LEVEL OF ATTAINMENT
IN AN UNDERGRADUATE PROGRAM

GRADUATE CREDIT

☒ A ☒ B ☒ C ☒ D

GRADUATE CREDIT

- LESS THAN 25 SEMESTER HOURS
- 25 - 48 SEMESTER HOURS
- MASTERS DEGREE
- DOCTORS DEGREE

IF YOU HAVE NOT
COMPLETED ANY GRADUATE
STUDY, LEAVE "GRADUATE"
SECTION BLANK

SECTION 2 COLLEGE OR PROFESSIONAL EDUCATION MAJOR FIELD(S) OF STUDY

INSTRUCTIONS for SECTION 2

- A. IF YOU HAVE RECEIVED CREDIT FROM AN ACCREDITED COLLEGE OR UNIVERSITY DARKEN THE OVAL(S) INDICATING THAT YOU RECEIVED CREDIT IN EITHER AN UNDERGRADUATE OR GRADUATE PROGRAM, IN YOUR MAJOR FIELD OF STUDY.
- B. BE SURE TO DARKEN BOTH "UNDERGRADUATE" AND "GRADUATE" OVALS IF YOU HAVE RECEIVED UNDERGRADUATE AND GRADUATE CREDIT IN A FIELD OF STUDY.

SAMPLE ILLUSTRATION: YOU RECEIVED BOTH UNDERGRADUATE AND GRADUATE CREDIT IN YOUR MAJOR OF "BUSINESS ADMINISTRATION".

UNDERGRADUATE ☒ BUSINESS ADMINISTRATION ☒ GRADUATE

UNDERGRADUATE	AGRICULTURE	GRADUATE	UNDERGRADUATE	EDUCATION	GRADUATE
☐	AGRONOMY	☐	☐	PHYSICAL EDUCATION	☐
☐	ANIMAL, DAIRY OR POULTRY HUSBANDRY	☐	☐	SPECIALIZED TEACHING FIELD	☐
☐	LIVESTOCK JUDGING OR GRADING	☐	☒	EDUCATIONAL ADMINISTRATION	☐
☐	AGRICULTURE - GENERAL OR OTHER THAN ABOVE	☐	☒	EDUCATION - GENERAL OR OTHER THAN ABOVE	☐
ARCHITECTURE ☐ LANDSCAPE ARCHITECTURE ☐ ☐ URBAN DEVELOPMENT AND CITY PLANNING ☐ ☐ ARCHITECTURE - GENERAL OR OTHER THAN ABOVE ☐			ENGINEERING ☐ CHEMICAL ☐ ☐ CIVIL ☐ ☐ ELECTRICAL ☐ ☐ ELECTRONICS ☐ ☒ INDUSTRIAL - ADMINISTRATION & MANAGEMENT ☐ ☐ MECHANICAL ☐ ☐ ENGINEERING - GENERAL OR OTHER THAN ABOVE ☐		
BIOLOGICAL SCIENCES ☐ BIOLOGY - GENERAL OR OTHER THAN BELOW ☐ ☐ BOTANY - GENERAL OR OTHER THAN BELOW ☐ ☐ ZOOLOGY - GENERAL OR OTHER THAN BELOW ☐ ☐ BACTERIOLOGY, VIROLOGY, MYCOLOGY & PARASITOLOGY ☐ ☐ BIOCHEMISTRY ☐ ☐ ENTOMOLOGY ☐ ☐ PHYSIOLOGY ☐ ☐ PLANT PHYSIOLOGY ☐			ENGLISH AND JOURNALISM ☒ ENGLISH LITERATURE ☐ ☒ ENGLISH COMPOSITION AND/OR JOURNALISM ☐ ☒ LITERATURE ☐ ☐ PHILOLOGY AND LINGUISTICS ☐		
BUSINESS AND COMMERCE ☒ ACCOUNTING ☐ ☒ BUSINESS ADMINISTRATION ☐ ☒ ADVERTISING & MARKETING ☐ ☒ BUSINESS & COMMERCE - GENERAL OR OTHER THAN ABOVE ☐			FINE AND APPLIED ARTS ☐ MUSIC ☐ ☐ SPEECH & DRAMATIC ARTS ☐ ☐ COMMERCIAL & GRAPHIC ARTS ☐ ☒ ARTS - GENERAL OR OTHER THAN ABOVE ☐		

SECTION 2 Continued

INSTRUCTIONS for SECTION 2 ARE ON PAGE 3

FORESTRY AND CONSERVATION		PHYSICAL SCIENCES	
UNDERGRADUATE	GRADUATE	UNDERGRADUATE	GRADUATE
☒ FORESTRY & CONSERVATION GENERAL & OTHER THAN BELOW	☐	☒ PHYSICAL SCIENCES - GENERAL & OTHER THAN BELOW	☐
☐ NATURAL HISTORY	☐	☐ ASTRONOMY	☐
☐ FISH & WILDLIFE MANAGEMENT	☐	☐ CHEMISTRY	☐
☐ WATER CONSERVATION MANAGEMENT	☐	☐ METALLURGY	☐
☐ PARK MANAGEMENT	☐	☐ METEOROLOGY	☐
		☐ OCEANOGRAPHY	☐
GEOGRAPHY		☐ PHYSIOLOGY	☐
☒ GEOGRAPHY - GENERAL AND OTHER THAN BELOW	☐	☒ GEOLOGY	☐
☐ CARTOGRAPHY	☐	☐ PSYCHOLOGY I - INCLUDES STUDY OF STATISTICS	☐
☐ PHYSICAL GEOGRAPHY	☐	☐ PSYCHOLOGY II - STATISTICS NOT STUDIED	☐
		☐ RELIGION	☐
HEALTH PROFESSIONS		SOCIAL AND BEHAVIORAL SCIENCES	
☐ OPTOMETRY	☐	☒ SOCIAL SCIENCES - GENERAL & OTHER THAN BELOW	☐
☐ PHARMACY	☐	☒ AMERICAN CIVILIZATION & CULTURE	☐
☐ NURSING	☐	☐ ANTHROPOLOGY	☐
☐ PUBLIC HEALTH	☐	☐ ARCHEOLOGY	☐
☐ OTHER	☐	☒ AREA STUDIES - REGIONAL	☐
HOME ECONOMICS		☐ COMMUNICATIONS (INCL. RADIO, TV, ETC.)	☐
☐ HOME ECONOMICS - GENERAL & OTHER THAN BELOW	☐	☒ ECONOMICS I - (INCLUDES STUDY OF STATISTICS, ACCOUNTING AND/OR CALCULUS)	☐
☐ CHILD DEVELOPMENT & FAMILY RELATIONS	☐	☐ ECONOMICS II - (STATISTICS ACCOUNTING AND/OR CALCULUS NOT STUDIED)	☐
☐ CLOTHING & TEXTILES	☐	☒ HISTORY - AMERICAN	☐
☐ FOOD & NUTRITION	☐	☒ HISTORY - OTHER THAN AMERICAN	☐
☒ LAW	☐	☒ INDUSTRIAL RELATIONS	☐
☐ LIBRARY	☐	☒ INTERNATIONAL RELATIONS	☐
MATHEMATICAL SUBJECTS		☒ PERSONNEL	☐
☒ MATHEMATICS - GENERAL & OTHER THAN BELOW	☐	☒ POLITICAL SCIENCES & GOVERNMENT	☐
☒ STATISTICS	☐	☒ PUBLIC ADMINISTRATION	☐
☐ COMPUTER PROGRAMMING & METHODOLOGY	☐	☒ SOCIAL WORK & ADMINISTRATION	☐
☐ MILITARY, NAVAL, AIR FORCE SCIENCE	☐	☐ SOCIOLOGY	☐
☒ PHILOSOPHY	☐		

INSTRUCTIONS for SECTION 3

LIST ONLY NON-POSTAL EXPERIENCES

DARKEN THE OVAL THAT CORRESPONDS TO THE AMOUNT OF NON-POSTAL EXPERIENCES YOU HAVE IN THE FOLLOWING OCCUPATIONS. MARK ONLY THOSE OCCUPATIONS IN WHICH YOU HAVE WORKED.

SAMPLE ILLUSTRATION:

YOU HAVE WORKED 2½ YEARS
AS AN ACCOUNTING OFFICER

☐ A ☒ B ☐ C ☐ D ☐ E

A) LESS THAN 3 YEARS

B) 3 TO 5 YEARS

C) 5 TO 8 YEARS

D) 8 TO 10 YEARS

E) 10 YEARS OR MORE

ACCOUNTING AND BUDGET

☐ A ☒ B ☐ C ☐ D ☐ E ACCOUNTING OFFICER

☐ A ☐ B ☒ C ☐ D ☐ E ACCOUNTING TECHNICIAN

☒ A ☐ B ☐ C ☐ D ☐ E AUDITOR

☐ A ☒ B ☐ C ☐ D ☐ E BUDGET ADMINISTRATOR

☒ A ☐ B ☐ C ☐ D ☐ E COST ACCOUNTANT

☐ A ☐ B ☐ C ☒ D ☐ E OPERATING ACCOUNTANT

☐ A ☒ B ☐ C ☐ D ☐ E STAFF ACCOUNTANT

☐ A ☒ B ☐ C ☐ D ☐ E VOUCHER EXAMINER

ARCHITECTURE

☐ A ☐ B ☐ C ☐ D ☐ E ARCHITECT

BUSINESS AND INDUSTRY

☐ A ☐ B ☐ C ☐ D ☐ E BUILDING MANAGER

☐ A ☐ B ☐ C ☐ D ☐ E CONTRACT & PROCUREMENT SPECIALIST

☐ A ☐ B ☐ C ☐ D ☐ E INDUSTRIAL SPECIALIST

☐ A ☐ B ☒ C ☐ D ☐ E REALTY SPECIALIST

COMMODITY, QUALITY CONTROL, INSPECTION & GRADING

☐ A ☐ B ☐ C ☐ D ☐ E AUTOMOTIVE EQUIP. QUAL. CONTROL INSPECTOR

☐ A ☐ B ☐ C ☐ D ☐ E GENERAL COMMODITIES QUAL. CONTROL INSPECTOR

☐ A ☐ B ☐ C ☐ D ☐ E EQUIPMENT SPECIALIST

ENGINEERING

☒ A ☐ B ☐ C ☐ D ☐ E ENGINEERING (CONSTRUCTION)

☒ A ☐ B ☐ C ☐ D ☐ E ENGINEERING (DRAFTING)

☐ A ☐ B ☐ C ☐ D ☐ E ENGINEERING (GENERAL)

☐ A ☐ B ☐ C ☐ D ☐ E ENGINEERING (MECHANICAL)

☐ A ☐ B ☐ C ☐ D ☐ E ENGINEERING (STRUCTURAL)

ENGINEERING (Continued)

☐ A ☐ B ☐ C ☐ D ☐ E ENGINEERING (TECHNICAL)

☒ A ☐ B ☐ C ☐ D ☐ E SAFETY ENGINEERING

INFORMATION AND ARTS

☐ A ☐ B ☐ C ☐ D ☐ E EDITORIAL ASSISTANT

☐ A ☐ B ☐ C ☐ D ☐ E ILLUSTRATOR

☐ A ☐ B ☐ C ☐ D ☐ E MUSEUM CURATOR

☐ A ☐ B ☐ C ☐ D ☐ E PHOTOGRAPHER

☒ A ☐ B ☐ C ☐ D ☐ E PUBLIC INFORMATION OFFICER

☒ A ☐ B ☐ C ☐ D ☐ E PUBLIC INFORMATION SPECIALIST

☐ A ☐ B ☐ C ☐ D ☐ E TECHNICAL WRITING & EDITORIAL SPECIALIST

☐ A ☒ B ☐ C ☐ D ☐ E TRANSLATOR

☐ A ☐ B ☐ C ☐ D ☐ E VISUAL INFORMATION SPECIALIST

☐ A ☐ B ☐ C ☐ D ☐ E WRITING OR EDITING SPECIALIST

INVESTIGATION

☐ A ☐ B ☐ C ☐ D ☐ E CRIMINAL INVESTIGATOR

☐ A ☐ B ☐ C ☐ D ☐ E CRIMINAL INVESTIGATOR (EVALUATOR)

☐ A ☐ B ☐ C ☐ D ☐ E CRIMINAL INVESTIGATOR (REVIEWER)

☐ A ☐ B ☐ C ☐ D ☐ E INVESTIGATOR (GENERAL)

☒ A ☐ B ☐ C ☐ D ☐ E INVESTIGATOR (EVALUATOR)

☒ A ☐ B ☐ C ☐ D ☐ E INVESTIGATOR (REVIEWER)

☐ A ☐ B ☐ C ☐ D ☐ E INVESTIGATOR (APPEALS & COMPLAINTS)

LEGAL AND KINDRED

☐ A ☐ B ☐ C ☐ D ☐ E ADJUDICATOR

☐ A ☐ B ☐ C ☐ D ☐ E GENERAL ATTORNEY

☒ A ☐ B ☐ C ☐ D ☐ E HEARING OFFICER

☐ A ☐ B ☐ C ☐ D ☐ E HEARING OFFICER APPEALS & COMPLAINTS

SECTION 3 (Continued)

INSTRUCTIONS for SECTION 3 ARE ON PAGE 5

A) LESS THAN 3 YEARS D) 8 TO 10 YEARS
B) 3 TO 5 YEARS E) 10 OR MORE YEARS
C) 5 TO 8 YEARS

LIBRARY AND ARCHIVES

☐ A ☐ B ☐ C ☐ D ☐ E LIBRARIAN

☐ A ☐ B ☐ C ☐ D ☐ E LIBRARIAN ASSISTANT

MATHEMATICS AND STATISTICS

☒ A ☐ B ☐ C ☐ D ☐ E MATHEMATICS

☒ A ☐ B ☐ C ☐ D ☐ E STATISTICIAN
(ADMINISTRATIVE)

☐ A ☐ B ☐ C ☐ D ☐ E STATISTICIAN
(MATHEMATICAL)

MEDICAL

☐ A ☐ B ☐ C ☐ D ☐ E NURSE

MISCELLANEOUS OCCUPATIONS (NOT LISTED ELSEWHERE)

☐ A ☐ B ☐ C ☐ D ☐ E OPERATIONS RESEARCH
OFFICER

☐ A ☐ B ☐ C ☐ D ☐ E OPERATIONS RESEARCH
SPECIALIST

☐ A ☐ B ☐ C ☐ D ☐ E SECURITY ADMINISTRATION
OFFICER

☒ A ☐ B ☐ C ☐ D ☐ E SECURITY ADMINISTRATION
SPECIALIST

☐ A ☐ B ☐ C ☐ D ☐ E URBAN PLANNING OFFICER

☐ A ☐ B ☐ C ☐ D ☐ E URBAN PLANNING
SPECIALIST

OFFICE SERVICES

☐ A ☐ B ☐ C ☐ D ☐ E DIGITAL COMPUTER
PROGRAMMER

☐ A ☐ B ☐ C ☐ D ☐ E DIGITAL COMPUTER
SYSTEM ANALYST

☒ A ☐ B ☐ C ☐ D ☐ E MANAGEMENT ANALYST

☐ A ☐ B ☐ C ☐ D ☐ E MANAGEMENT TECHNICIAN

PHYSICAL SCIENCE

☐ A ☐ B ☐ C ☐ D ☐ E CHEMIST

☒ A ☐ B ☐ C ☐ D ☐ E DOCUMENT ANALYSIS

☐ A ☐ B ☐ C ☐ D ☐ E PHYSICIST

SOCIAL SCIENCES AND PSYCHOLOGY

☐ A ☐ B ☐ C ☐ D ☐ E ECONOMIST

☐ A ☐ B ☐ C ☐ D ☐ E ECONOMIC ASSISTANT

☐ A ☐ B ☐ C ☐ D ☐ E PSYCHOLOGIST

SUPPLY

☐ A ☐ B ☐ C ☐ D ☐ E PUBLICATION ASSISTANT

☐ A ☐ B ☐ C ☐ D ☐ E PUBLICATION OFFICER

☐ A ☒ B ☐ C ☐ D ☐ E PURCHASING SPECIALIST

☒ A ☐ B ☐ C ☐ D ☐ E SUPPLY ASSISTANT

☐ A ☐ B ☐ C ☐ D ☐ E SUPPLY OFFICER

☐ A ☐ B ☐ C ☐ D ☐ E SUPPLY PROGRAM MANAGER

TRANSPORTATION

☐ A ☐ B ☐ C ☐ D ☐ E FREIGHT RATE SPECIALIST

☐ A ☐ B ☐ C ☐ D ☐ E TRAFFIC MANAGER

☒ A ☐ B ☐ C ☐ D ☐ E TRANSPORTATION
ASSISTANT

☐ A ☐ B ☐ C ☐ D ☐ E TRANSPORTATION OFFICER

☐ A ☐ B ☐ C ☐ D ☐ E TRANSPORTATION
OPERATIONS ASSISTANT

☐ A ☐ B ☐ C ☐ D ☐ E TRANSPORTATION
OPERATION OFFICER

PERSONNEL - ADMINISTRATION and INDUSTRIAL RELATIONS

ASSISTANT

EMPLOYEE DEVELOPMENT ☐ A ☐ B ☐ C ☐ D ☐ E

EMPLOYEE RELATIONS ☐ A ☐ B ☐ C ☐ D ☐ E

EMPLOYMENT &
PLACEMENT ☐ A ☐ B ☐ C ☐ D ☐ E

LABOR RELATIONS ☐ A ☐ B ☐ C ☐ D ☐ E

PERSONNEL
ADMINISTRATION ☐ A ☐ B ☐ C ☐ D ☐ E

POSITION CLASSIFICATION ☐ A ☐ B ☐ C ☐ D ☐ E

SPECIALIST

☒ A ☐ B ☐ C ☐ D ☐ E

☒ A ☐ B ☐ C ☐ D ☐ E

☐ A ☒ B ☐ C ☐ D ☐ E

☒ A ☐ B ☐ C ☐ D ☐ E

☐ A ☒ B ☐ C ☐ D ☐ E

☐ A ☒ B ☐ C ☐ D ☐ E

OFFICER

☐ A ☐ B ☐ C ☐ D ☐ E

☐ A ☐ B ☐ C ☐ D ☐ E

☐ A ☐ B ☐ C ☐ D ☐ E

☐ A ☐ B ☐ C ☐ D ☐ E

☐ A ☐ B ☐ C ☐ D ☐ E

☐ A ☐ B ☐ C ☐ D ☐ E

INSTRUCTIONS FOR SECTION 4

- A) DARKEN THE OVAL(S) IN THE FOLLOWING ITEMS FOR WHICH YOU HAVE HAD (1) CLASSROOM TRAINING OR, (2) A LICENSE.
- B) IF YOU HAVE HAD "WORK EXPERIENCE" IN ANY OF THE FOLLOWING AREAS DARKEN THE OVAL THAT CORRESPONDS TO THE AMOUNT OF EXPERIENCE YOU HAVE.
- C) IF YOU DARKEN AN OVAL BY MISTAKE, ERASE CAREFULLY BEFORE PROCEEDING.

SAMPLE ILLUSTRATION

A PERSON WITH CLASSROOM EDUCATION, NO LICENSE AND THREE YEARS WORK EXPERIENCE IN "ELEVATOR OPERATION" WOULD MARK . . .

WORK EXPERIENCE

- A) LESS THAN 1 YEAR
 B) 1 TO 3 YEARS
 C) 3 TO 5 YEARS
 D) 5 TO 10 YEARS
 E) 10 YEARS OR MORE

CLASSROOM EDUCATION



ELEVATOR OPERATION

LICENSED



WORK EXPERIENCE



CLASSROOM EDUCATION

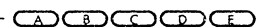
BUILDING SERVICES

LICENSED

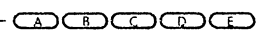
WORK EXPERIENCE



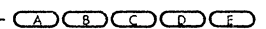
ELEVATOR OPERATION



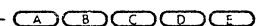
FIRING BOILERS AND BOILER REGULATIONS



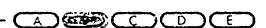
GUARD



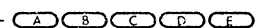
JANITOR AND GENERAL CLEANING



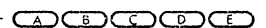
LANDSCAPE MAINTENANCE



REFRIGERATION AND AIR COND. OPERATION



TELEPHONE OPERATION



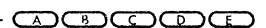
INSTALLATION MAINTENANCE AND REPAIR



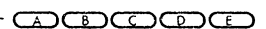
AIR CONDITIONING AND HEATING EQUIPMENT



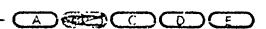
AUTOMATION EQUIPMENT



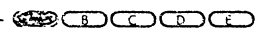
AUTOMOTIVE



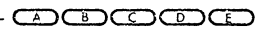
CARPENTRY



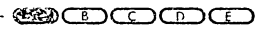
ELECTRICAL EQUIPMENT



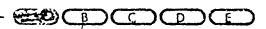
ELECTRONIC EQUIPMENT



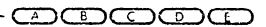
ELEVATOR EQUIPMENT



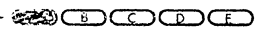
FLOOR INSTALLATION AND FINISHING



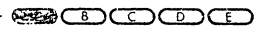
LOCKSMITH



MACHINE TOOL OR EQUIPMENT REPAIR



MASONRY



SECTION 4 (Continued)

IF YOU HAVE ANY QUESTIONS ON THIS PAGE REFER TO INSTRUCTIONS ON PAGE 7.

WORK EXPERIENCE
A) LESS THAN 1 YEAR
B) 1 TO 3 YEARS
C) 3 TO 5 YEARS
D) 5 TO 10 YEARS
E) 10 YEARS OR MORE

INSTALLATION MAINTENANCE AND REPAIR — (Continued)

CLASSROOM EDUCATION		LICENSED	WORK EXPERIENCE
☒ YES	PAINTING OR PAPER HANGING	☒ YES	☒ A ☐ B ☐ C ☐ D ☐ E
☒ YES	PLASTERING	☒ YES	☒ A ☐ B ☐ C ☐ D ☐ E
☒ YES	PLUMBING OR PIPE FITTING	☒ YES	☒ A ☐ B ☐ C ☐ D ☐ E
☒ YES	POWER HOUSE EQUIPMENT	☒ YES	☐ A ☐ B ☐ C ☐ D ☐ E
☒ YES	RIGGING AND MOVING EQUIPMENT	☒ YES	☐ A ☐ B ☐ C ☐ D ☐ E
☒ YES	SOUND SYSTEM INSTALLATION AND REPAIR	☒ YES	☐ A ☐ B ☐ C ☐ D ☐ E
☒ YES	TV EQUIPMENT INSTALLATION AND REPAIR	☒ YES	☐ A ☐ B ☐ C ☐ D ☐ E

MATERIALS HANDLING AND TRANSPORTATION SERVICES

☒ YES	CHAUFFEUR OR TRUCK DRIVING	☒ YES	☐ A ☐ B ☐ C ☐ D ☐ E
☒ YES	PACKING OR PACKAGING	☒ YES	☐ A ☐ B ☐ C ☐ D ☐ E
☒ YES	POWER EQUIPMENT OPERATION	☒ YES	☒ A ☐ B ☐ C ☐ D ☐ E
☒ YES	WAREHOUSING	☒ YES	☒ A ☐ B ☐ C ☐ D ☐ E

PRINTING AND REPRODUCTION

☒ YES	BINDERY WORKING	☒ YES	☐ A ☐ B ☐ C ☐ D ☐ E
☒ YES	COMPOSITOR	☒ YES	☐ A ☐ B ☐ C ☐ D ☐ E
☒ YES	DRAFTING	☒ YES	☒ A ☐ B ☐ C ☐ D ☐ E
☒ YES	PRESS OPERATION	☒ YES	☐ A ☐ B ☐ C ☐ D ☐ E
☒ YES	LINOTYPE OPERATION	☒ YES	☐ A ☐ B ☐ C ☐ D ☐ E
☒ YES	PHOTOSTAT OPERATION	☒ YES	☐ A ☐ B ☐ C ☐ D ☐ E
☒ YES	NEGATIVE ENGRAVING	☒ YES	☐ A ☐ B ☐ C ☐ D ☐ E
☒ YES	PANTOGRAPH ENGRAVING MACHINE OPERATION	☒ YES	☐ A ☐ B ☐ C ☐ D ☐ E

SECTION 5 SPECIAL SKILLS

IF YOU HAD SPECIAL SKILLS OR TRAINING NOT INCLUDED IN THIS BOOKLET INDICATE . . .

☒ YES I HAVE UNLISTED SKILLS

THEN, LIST BELOW ALL TECHNICAL OR PROFESSIONAL OCCUPATIONS THAT WERE NOT LISTED IN THE BOOKLET. INDICATE ALSO THE NUMBER OF YEARS EXPERIENCE IN EACH FIELD.

1	OCCUPATION	YEARS EXPERIENCE
	Forestry	2 years
2	OCCUPATION	YEARS EXPERIENCE
	Real Estate License & Bonded Broker	5
3	OCCUPATION	YEARS EXPERIENCE
	Public Accountant and Management Analyst	3
4	OCCUPATION	YEARS EXPERIENCE