

California Department of Corrections and Rehabilitation – Selection Services Section

SUPPLEMENTAL APPLICATION FOR LIBRARY TECHNICAL ASSISTANT (SAFETY)

Congratulations! Your application for the above-named examination being administered by the California Department of Corrections and Rehabilitation has been accepted. This examination will consist of the attached Supplemental Application questionnaire, which will be used to evaluate your knowledge, experience, education and training as they relate to the Library Technical Assistant (Safety) classification. This Supplemental Application is the examination and will account for 100% of your examination score. **It is required that you personally complete this Supplemental Application accurately and without assistance.** Refer to the instructions below for completing and submitting this Supplemental Application.

You will be evaluated based on your ability to follow directions, read, interpret, and respond appropriately to the questions in this Supplemental Application. Candidates who fail to follow the instructions will be eliminated from this examination.

YOUR RESPONSES ARE SUBJECT TO VERIFICATION

Please keep in mind that all information provided on this Supplemental Application will be subject to verification at any time during the examination process, hiring process, and even after gaining employment. Anyone who misrepresents their experience will be subject to adverse consequences, which could include the following action(s):

- Removal from the examination process
- Removal from the certification list
- Loss of State employment
- Loss of rights to compete in any future State examinations

THIS AFFIRMATION MUST BE COMPLETED

Government Code Section 18935:

“The board may refuse to examine or, after examination, may refuse to declare as an eligible or may withhold or withdraw from certification, prior to appointment, anyone who comes under any of the following categories:

- j. Has intentionally attempted to practice any deception or fraud in his or her application, in his or her examination or in securing his or her eligibility.”

I hereby certify and understand that the information provided by me on this questionnaire is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I also understand that if it is discovered that I have made any false representations, I will be removed from the list resulting from this examination and may not be allowed to compete in future examinations for State employment. If it is discovered that I have made any false representations after being appointed to a position, I may have adverse action taken against me, which could result in dismissal.

SIGNATURE: _____ DATE: _____

NAME (PRINTED): _____

HOME PHONE NUMBER: _____ WORK PHONE NUMBER: _____

YOUR COMPLETED SUPPLEMENTAL APPLICATION MUST INCLUDE YOUR ORIGINAL SIGNATURE

Mail Completed Supplemental Application to:

California Department of Corrections and Rehabilitation
Selection Services Section
P.O. Box 942883
Sacramento, CA 94283-0001

or

Submit in Person with:

California Department of Corrections and Rehabilitation
Selection Services Section
1515 “S” Street, Room 522N
Sacramento, CA 95814

NOTE:

- Be sure your envelope has adequate postage.
- Facsimiles (FAX) will NOT be accepted under any circumstances.
- Be sure to enter your name in the space provided on EACH PAGE.

PRIOR STATE EMPLOYMENT INFORMATION

Complete this next section **ONLY** if you have been previously dismissed from California State Civil Service employment by punitive action or as a result of disciplinary proceedings. **IF THIS DOES NOT APPLY TO YOU, please mark not applicable.**

Rule 211 provides that a dismissed State employee may only participate in State Civil Service examinations if he/she has obtained prior consent from the State Personnel Board.

Do you have written permission from the State Personnel Board Executive Officer to take this examination?

- YES
- NO
- NOT APPLICABLE

CONDITIONS OF EMPLOYMENT FORM FOR CDCR ADULT & YOUTH FACILITY LISTING ONLY

PLEASE MARK THE APPROPRIATE BOX(ES) OF YOUR CHOICE - YOU WILL NOT BE OFFERED A JOB IN LOCATIONS NOT MARKED. If you are successful in this examination, your name will be placed on an active employment list and referred to fill vacancies according to the conditions you specify on this form. If, after you are contacted for a job, you are unwilling to accept work you will be charged with a waiver. **After three such waivers and/or do not reply promptly to the contact, your name will be made inactive. ON OPEN EMPLOYMENT LISTS, once your name is placed inactive, it cannot be reactivated.** Therefore, before you mark this form, there are some things you should consider. If you are not planning to relocate or are not willing to travel to a distant job location, do not select locations that are a long way from your residence. You may choose up to 15 different locations. If you choose more than 15, you will be certified for anywhere in the State.

TYPE OF APPOINTMENT YOU WILL ACCEPT

Please mark the appropriate box(es) - you may check "(A) Any" if you are willing to accept any type of employment.

(D) Permanent Full-Time (R) Permanent Part-Time (K) Limited-Term Full-Time (A) Any

If all are marked and you receive an appointment other than permanent full-time, your name will continue to be considered for permanent full-time positions.

5 **ANYWHERE IN THE STATE – If this box is marked, no further selection is necessary.**

NOTE: California State Prison has been abbreviated to "CSP." Youth Correctional Facility has been abbreviated to "YCF."

7231 **NORTHERN REGION – If this box is marked, no further selection is necessary.**

ADULT FACILITIES:

- | | |
|--|--|
| <input type="checkbox"/> 0309 Mule Creek State Prison
Ione, Amador County | <input type="checkbox"/> 3417 Richard A. McGee Correctional Training Center , Galt, Sacramento County |
| <input type="checkbox"/> 0802 Pelican Bay State Prison
Crescent City, Del Norte County | <input type="checkbox"/> 3423 CSP, Sacramento
Represa, Sacramento County |
| <input type="checkbox"/> 1802 California Correctional Center
Susanville, Lassen County | <input type="checkbox"/> 3901 Deuel Vocational Institution
Represa, Sacramento County |
| <input type="checkbox"/> 1805 High Desert State Prison
Susanville, Lassen County | <input type="checkbox"/> 4804 California Medical Facility
Vacaville, Solano County |
| <input type="checkbox"/> 2102 CSP, San Quentin
San Quentin, Marin County | <input type="checkbox"/> 4811 CSP, Solano
Vacaville, Solano County |
| <input type="checkbox"/> 3400 Headquarters
Sacramento, Sacramento County | <input type="checkbox"/> 5505 Sierra Conservation Center
Jamestown, Tuolumne County |
| <input type="checkbox"/> 3404 Folsom State Prison
Represa, Sacramento County | |

YOUTH FACILITIES:

- | |
|---|
| <input type="checkbox"/> 3902 DeWitt Nelson YCF
Stockton, San Joaquin County |
| <input type="checkbox"/> 3908 O.H. Close YCF
Stockton, San Joaquin County |
| <input type="checkbox"/> 3917 N.A. Chaderjian YCF
Stockton, San Joaquin County |
| <input type="checkbox"/> 3907 Northern California YCF
Stockton, San Joaquin County |
| <input type="checkbox"/> 0311 Pine Grove Youth Conservation Camp Facility
Pine Grove, Amador County |
| <input type="checkbox"/> 0307 Preston YCF
Ione, Amador County |

7232 **CENTRAL REGION – If this box is marked, no further selection is necessary.**

ADULT FACILITIES:

- | | |
|---|---|
| <input type="checkbox"/> 1015 Pleasant Valley State Prison
Coalinga, Fresno County | <input type="checkbox"/> 2003 Central California Women's Facility
Chowchilla, Madera County |
| <input type="checkbox"/> 1513 Wasco State Prison – Reception Center , Wasco, Kern County | <input type="checkbox"/> 2004 Valley State Prison for Women
Chowchilla, Madera County |
| <input type="checkbox"/> 1514 North Kern State Prison
Delano, Kern County | <input type="checkbox"/> 2701 Correctional Training Facility
Soledad, Monterey County |
| <input type="checkbox"/> 1522 Kern Valley State Prison
Delano, Kern County | <input type="checkbox"/> 2708 Salinas Valley State Prison
Soledad, Monterey County |
| <input type="checkbox"/> 1605 Avenal State Prison
Avenal, Kings County | <input type="checkbox"/> 4005 California Men's Colony
San Luis Obispo, San Luis Obispo County |
| <input type="checkbox"/> 1606 CSP, Corcoran
Corcoran, Kings County | <input type="checkbox"/> 1608 California Substance Abuse Treatment Facility , Corcoran, Kings County |

YOUTH FACILITIES:

- | |
|---|
| <input type="checkbox"/> 4003 El Paso de Robles YCF
Paso Robles, San Luis Obispo County |
|---|

7233 **SOUTHERN REGION – If this box is marked, no further selection is necessary.**

ADULT FACILITIES:

- | | |
|---|---|
| <input type="checkbox"/> 1307 Calipatria State Prison
Calipatria, Imperial County (North) | <input type="checkbox"/> 3313 Chuckawalla Valley State Prison
Blythe, Riverside County |
| <input type="checkbox"/> 1308 Centinela State Prison
Imperial, Imperial County (South) | <input type="checkbox"/> 3329 Ironwood State Prison
Blythe, Riverside County |
| <input type="checkbox"/> 1503 California Correctional Institution
Tehachapi, Kern County | <input type="checkbox"/> 3612 California Institution for Men
Chino, San Bernardino County |
| <input type="checkbox"/> 1995 CSP, Los Angeles
Lancaster, Los Angeles County | <input type="checkbox"/> 3613 California Institution for Women
Corona, San Bernardino County |
| <input type="checkbox"/> 3310 California Rehabilitation Center
Norco, Riverside County | <input type="checkbox"/> 3715 R. J. Donovan Correctional Facility at Rock Mountain , San Diego, San Diego County |

YOUTH FACILITIES:

- | |
|---|
| <input type="checkbox"/> 3628 Heman G. Stark YCF
Chino, San Bernardino County |
| <input type="checkbox"/> 1967 Southern Youth Correctional Reception Center & Clinic
Norwalk, Los Angeles County |
| <input type="checkbox"/> 5610 Ventura YCF
Camarillo, Ventura County |

Please notify CDCR promptly of any address changes or availability for employment at the following address:

CDCR, Human Resources, Office of Personnel Services, P.O. Box 942883, Sacramento, CA 94283-0001, Attn: Customer Service Center

JOB REQUIREMENTS

The following are job requirements. Please respond to each question (1- 26) by marking the appropriate box. If you are unwilling or unable to comply with any of the following job requirements, it will be grounds for elimination from the examination process.

- 1. Willingness to work in a State correctional facility at various custody/security levels. Yes No
- 2. Willingness to work in various mental health settings and programs within the institution and to work with inmates/wards, including some who may be mentally ill, developmentally disabled, potentially dangerous, and/or sex offenders. Yes No
- 3. Willingness to work with inmates/wards, including some who may be infected with contagious diseases such as Hepatitis C, HIV/AIDS, or tuberculosis. Yes No
- 4. Willingness to work around peace officers armed with chemical agents and/or weapons. Yes No
- 5. Willingness to respond to changes in the work unit in a positive, professional manner. Yes No
- 6. Willingness to promote positive, collaborative, professional working relations among co-workers or other staff. Yes No
- 7. Willingness to work professionally with individuals from a wide range of cultural backgrounds. Yes No
- 8. Willingness to work in a team environment to complete assigned work tasks. Yes No
- 9. Willingness to work alternate work schedules. Yes No
- 10. Willingness to work weekend work shifts (that is, Saturday and/or Sunday shifts) on an as-needed, regular, or rotating basis. Yes No
- 11. Willingness to work in various institutional work sites and locations alone or with very little interaction with co-workers and/or others. Yes No
- 12. Willingness to carry equipment and materials. Yes No
- 13. Willingness to provide instruction or oversight regarding departmental policies, procedures, standards, and practices to other employees, outside consultants, and/or member of the public. Yes No
- 14. Willingness to have and maintain sufficient strength, agility, and endurance to perform during stressful situations encountered on the job. Yes No
- 15. Willingness to wear protective clothing (e.g., vests, hard hats, glasses/goggles/masks, and appropriate footwear, etc.) as required. Yes No
- 16. Willingness to abide by and adhere to safety policies and provisions (e.g., wear personal alarm, carry whistle, etc.) applicable to specific work assignments. Yes No
- 17. Willingness to comply with annual tuberculosis screening requirements. Yes No
- 18. Willingness to abide by and adhere to the institutional dress code. Yes No
- 19. Willingness to comply with departmental training requirements and participate in on-going education specific to your work assignment. Yes No
- 20. Willingness to report dangerous situations/contraband to supervisors and/or custody staff. Yes No
- 21. Willingness to independently supervise and train inmate/ward library workers. Yes No
- 22. Willingness to participate in departmental legal activities (e.g., serves as an expert witness or material witness, serve as a defendant, etc.). Yes No
- 23. Willingness to actively participate in the audit process. Yes No
- 24. Willingness to report unethical and/or illegal behavior on the part of departmental staff. Yes No
- 25. Willingness to comply with the ethical standards of your profession (e.g., American Library Association, Code of Conduct) and laws related to the practice of your profession. Yes No
- 26. Willingness to travel to work sites away from assigned work location, which could require extended hours of work and/or overnight or multiple-day trips. Yes No

DEGREES/CERTIFICATIONS

Please mark the appropriate box(s) if you have any of the following degrees or certifications

<input type="checkbox"/>	Associate of Arts Degree in Library Science
<input type="checkbox"/>	Bachelor of Arts Degree in any major with 12-18 units of Library Science courses
<input type="checkbox"/>	Equivalent of a Associate of Arts Degree in any major and a valid school library credential

WORK EXPERIENCE

Under "Work Experience," for items #1 - 16, please indicate Frequency: A. If you have performed this task within the last 36 months B. How often you perform this task (Please select one box from "weekly" "monthly" and "annually" column) Level of Skill: A. Indicate the level of skill that you have in performing this task (Please select one box from the "level of skill" column) NOTE: There should be three (3) checkmarks for each question.	Frequency				Level of Skill		
	Performed task within last 36 months	Weekly	Monthly	Annually	Have not performed this task	Performed task with direction/assistance	Performed task independently without assistance
1. Circulating library materials (e.g., books, periodicals, books on tape, specialized multimedia reading/listening equipment, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Evaluating overdue/fines regarding library material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Delivering/retrieving library materials off-site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Initiating the procurement process in the selection and delivery of library materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Cataloging library materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Pre-cataloging library materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Processing library materials for use and condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Maintaining a complete shelf list	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Training library workers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Evaluate library workers on performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Supervising library workers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Processing inter-library loan requests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Researching reference questions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Answering reference questions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Maintaining order/security of library	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Maintaining time keeping forms and supervisory reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Maintaining security and control of inmates/wards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Maintaining control of tools and equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Inspecting premises for contraband (e.g. weapons or illegal drugs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Operating standard business and office machines and equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Filing materials utilizing standard practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Performing data processing techniques related to library/information science	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Preparing/maintaining statistical reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

KNOWLEDGE, SKILL, AND ABILITY

Provide specific information and relevant examples regarding knowledge, skills, and/or abilities from your background as requested below. Answer each question carefully and honestly. All information must be accurate, complete and truthful. Please keep in mind that omitted information cannot be assumed when your qualifications are being evaluated. All information is subject to verification. **You must provide one 8 ½ x 11 piece of paper with your responses for each question. Your responses must be typed. Please put your full name on the top right hand corner of each piece of 8 ½ x 11 paper. Do not include a resume in lieu of answering the following questions.**

1. List the steps you would take to research library material for a subject bibliography.

2. Describe how you would communicate with an inmate/staff with limited communication skills.

3. List library technologies used in classification and cataloging.

4. Describe the steps you would follow to train/supervise library workers.

THIS AFFIRMATION MUST BE COMPLETED

I CERTIFY THAT ALL ANSWERS ARE TRUE AND COMPLETE.

I ALSO UNDERSTAND THAT IF I DO NOT MEET THE LEGAL MINIMUM QUALIFICATIONS OR JOB REQUIREMENTS FOR THIS CLASSIFICATION, I MAY BE REMOVED FROM THE EXAMINATION OR MY NAME MAY BE WITHHELD FROM THE CERTIFICATION LIST.

I HAVE CHECKED THAT ALL ITEMS HAVE AN ANSWER.

PRINT NAME

SIGNATURE

DATE

By signing above, I hereby certify that all the information entered on this examination is true and complete to the best of my knowledge, and that if I have not met the legal minimum qualifications for this classification, I will be removed from the examination when this fact is determined. I understand that if this examination is not completed correctly, it will not be processed. I understand that I am responsible for the correctness of my responses in this examination.

PREPARATION FOR HIRING INTERVIEW

If you are successful in this examination and called for a hiring interview, you will be asked to supply transcripts of your college course work, proof of degree(s) received and any registration that may be applicable. Additionally, you may be asked to supply supplemental documentation to verify your responses in this examination. It is strongly recommended that you assemble transcripts and licenses in advance to expedite the process.

RECRUITMENT QUESTIONNAIRE

These questions are not part of the examination but are for the hiring authority's information.

HOW DID YOU HEAR ABOUT THIS EXAMINATION?

Check the appropriate box below.

- Newspaper/Magazine Advertisement
- Internet
- California Department of Corrections and Rehabilitation employee
- Recruitment Mailing
- College/School
- Job Fair/Career Fair
- Other: _____

**THIS COMPLETES THE SUPPLEMENTAL APPLICATION
SEE COVER PAGE FOR PROPER RETURNING AND MAILING PROCEDURES**