

CALIFORNIA HIGHWAY PATROL

Training & Experience Examination Instructions

EXAMINATION INFORMATION

All parts of this examination belong to the California Highway Patrol

HOW TO COMPLETE YOUR TRAINING & EXPERIENCE EXAMINATION

- Read the instructions on the Training & Experience Examination carefully before you begin.
- Please note that your overall score will be determined solely by the information you provide on this Training & Experience Examination. Information on your application will not be used to determine your final score.
- Please utilize the checklist below to complete the 4 sections in the examination.

Section 1: Employment/Education Verification

- Provide any previous and current Employment and/or Education information.
- Use the Employment/Education Verification information to complete Section 2.

Section 2: Task Ratings

- EXPERIENCE/EDUCATION column: Using the Experience/Education rating scale identify the corresponding number for the amount of time, based on your experience and/or education that you have performed the item, and write that number in the Experience/Education box. Please complete this for each item.
- FREQUENCY column: Using the Frequency rating scale, identify the corresponding number of times you have performed the item, and write the number in the Frequency box. Please complete this for each item.
- VERIFICATION column: Mark the “Emp” and “Edu” boxes that match your employment and/or education listed in **Section 1: Employment/Education Verification**. Please reference any paid and/or unpaid experience (e.g., employment, education, volunteer work).
 - Ensure you have marked at least one box for each item in the Verification column.
 - Make sure the Verification column is marked correctly for the Employment/Education you indicated.

ITEM	EXPERIENCE/EDUCATION SCALE	FREQUENCY SCALE	EXPERIENCE/EDUCATION	FREQUENCY	VERIFICATION Employment (Emp)/ Education (Edu)
	I have performed this task for: 4 – I have more than 12 months of job experience performing this task. 3 – I have between 6 and 12 months of job experience performing this task. 2 – I have between 3 and 6 months of job experience performing this task. 1 – I have minimal job experience performing this task 3 months or less. 0 – I do not know how to do this task and have never done it.	I have performed this task: 4 – More than 30 times 3 – At least 21-30 times 2 – At least 11-20 times 1 – At least 1-10 times 0 – 0 times			
1.	Develop Human Resources training curriculum (e.g. classification & pay, exam development, survey) to ensure a comprehensive class using Power Point, manuals, and handouts.		2	2	<input checked="" type="checkbox"/> Emp A <input type="checkbox"/> Emp B <input type="checkbox"/> Emp C <input type="checkbox"/> Emp D <input type="checkbox"/> Emp F <input type="checkbox"/> Emp F <input type="checkbox"/> Edu A <input type="checkbox"/> Edu B <input type="checkbox"/> Edu C <input type="checkbox"/> Edu D
2.	Develop training exercises utilizing books, team building concepts, fill-in-the-blanks, and question/answer exercises in order to assist the students comprehend the materials.		2	2	<input checked="" type="checkbox"/> Emp A <input type="checkbox"/> Emp B <input type="checkbox"/> Emp C <input type="checkbox"/> Emp D <input type="checkbox"/> Emp F <input type="checkbox"/> Emp F <input checked="" type="checkbox"/> Edu A <input type="checkbox"/> Edu B <input type="checkbox"/> Edu C <input type="checkbox"/> Edu D

California Highway Patrol
Training & Experience Examination Instructions

Signature

- Failure to include an original signature on page 4 of the examination may result in disqualification.

NOTE: INCORRECT MARKS OR BLANK RESPONSES WILL NOT BE SCORED AND MAY AFFECT YOUR OVERALL SCORE OR RESULT IN DISQUALIFICATION FROM THIS EXAMINATION.

An example of how to fill out the Training & Experience Examination has been provided on the next page. Please submit your completed Training & Experience Examination, along with a State application (STD. 678, Examination / Employment Application, Rev. 12-21 or later) as follows:

Mail to:

CALIFORNIA HIGHWAY PATROL
SELECTION STANDARDS AND EXAMINATIONS SECTION
P.O. BOX 942898
SACRAMENTO, CA 94298-0001

OR hand deliver during regular business hours (8:00 a.m. to 5:00 p.m.) to the following location:

Hand Deliver to:

CALIFORNIA HIGHWAY PATROL
SELECTION STANDARDS AND EXAMINATIONS SECTION
601 NORTH 7TH STREET
SACRAMENTO, CA 95811

Training Program Specialist

Training & Experience Examination

Read instructions carefully

The California civil service selection system is merit-based and eligibility for appointment is established through a formal examination process. The Training Program Specialist examination consists of a Training & Experience Examination used to evaluate your education, training, and experience. The eligible list resulting from this examination process will be used by the California Highway Patrol to fill their existing positions.

This Training & Experience Examination will account for 100% of the weight of your examination for this classification. Therefore, please be sure to follow the instructions carefully.

Candidate's Name: John Doe

Social Security Number: 555-00-5555

Address: 1123 Mather Road, Sunny City, CA 91215

Phone Number: 123-233-4455

Section 1: Employment/Education Verification

Include any previous and current Employment and/or Education information that may apply to this examination. You will use this information to complete Section 2.

Contact may be made to confirm that you have paid or unpaid experience pertaining to the duties and requirements listed in this examination. List all Employment and/or Education information that applies.

EMPLOYMENT

Employment A

Job Title: Training Coordinator

Organization Name and Address: ABZ Corporate Agency, 123 Oak Ave., Sacramento, CA 95814

Dates Worked: From: 7/1/2010 To: 7/30/2013

Name of Supervisor(s) or Person(s) Who Can Verify Your Job Responsibilities: Dana Clark

Contact Phone Number(s) of the above Individual(s): 555-565-5656

EDUCATION

Education A

School Name and Address: University of California, Sunny City

Degree(s) Earned: Business Administration with Concentration in Communications

Date(s) Attended: From: 9/1/2005 To: 5/1/2010

Section 2: Task Ratings

Instructions:

Respond to each of the following items by indicating how the statement applies to you. You are required to respond to every item.

Using the scales (Experience/Education, Frequency, Verification) provided below, you will rate your experience performing specific job-related tasks.

In responding to each item, use the information you listed in **Section 1: Employment/Education Verification**. Please reference any paid and/or unpaid experience (e.g., employment, education, volunteer work).

For items 1-2, provide responses regarding your:

- **“Experience/Education”** – Using the Experience/Education rating scale identify the corresponding number for the amount of time, based on your experience and/or education that you have performed the item, and write that number in the Experience/Education box. Please complete this for each item.
- **“Frequency”** - Using the Frequency rating scale identify the corresponding number of times you have performed the item, and write the number in the Frequency box. Please complete this for each item.
- **“Verification”** – Mark the “Emp” and “Edu” boxes that match your employment and/or education listed in **Section 1: Employment/Education Verification**. Please reference any paid and/or unpaid experience (e.g., employment, education, volunteer work).
 - Ensure you have marked at least one box for each item in the Verification column.
 - Make sure the Verification column is marked correctly for the Employment/Education you indicated.

ITEM	EXPERIENCE/EDUCATION SCALE I have performed this task for: 4 – I have more than 12 months of job experience performing this task. 3 – I have between 6 and 12 months of job experience performing this task. 2 – I have between 3 and 6 months of job experience performing this task. 1 – I have minimal job experience performing this task 3 months or less. 0 – I do not know how to do this task and have never done it.	FREQUENCY SCALE I have performed this task: 4 – More than 30 times 3 – At least 21-30 times 2 – At least 11-20 times 1 – At least 1-10 times 0 – 0 times	EXPERIENCE/EDUCATION	FREQUENCY	VERIFICATION Employment (Emp)/ Education (Edu)
1.	Develop Human Resources training curriculum (e.g. classification & pay, exam development, survey) to ensure a comprehensive class using Power Point, manuals, and handouts.		2	2	<input checked="" type="checkbox"/> Emp A <input checked="" type="checkbox"/> Edu A <input type="checkbox"/> Emp B <input type="checkbox"/> Edu B <input type="checkbox"/> Emp C <input type="checkbox"/> Edu C <input type="checkbox"/> Emp D <input type="checkbox"/> Edu D <input type="checkbox"/> Emp E <input type="checkbox"/> Emp F

ITEM	EXPERIENCE/EDUCATION SCALE I have performed this task for: 4 – I have more than 12 months of job experience performing this task. 3 – I have between 6 and 12 months of job experience performing this task. 2 – I have between 3 and 6 months of job experience performing this task. 1 – I have minimal job experience performing this task 3 months or less. 0 – I do not know how to do this task and have never done it.	FREQUENCY SCALE I have performed this task: 4 – More than 30 times 3 – At least 21-30 times 2 – At least 11-20 times 1 – At least 1-10 times 0 – 0 times	EXPERIENCE/EDUCATION	FREQUENCY	VERIFICATION Employment (Emp)/ Education (Edu)
2.	Develop training exercises utilizing books, team building concepts, fill-in-the-blanks, and question/answer exercises in order to assist the students comprehend the materials.		2	1	<input checked="" type="checkbox"/> Emp A <input checked="" type="checkbox"/> Edu A <input type="checkbox"/> Emp B <input type="checkbox"/> Edu B <input type="checkbox"/> Emp C <input type="checkbox"/> Edu C <input type="checkbox"/> Emp D <input type="checkbox"/> Edu D <input type="checkbox"/> Emp E <input type="checkbox"/> Emp F

SAMPLE

AUTOMOTIVE TECHNICIAN I

Training & Experience Examination

Read instructions carefully

The California civil services selection system is merit-based and eligibility for appointment is established through a formal examination process. The Automotive Technician I examination consists of a Training & Experience Examination used to evaluate your education, training, and experience. The eligible list resulting from this examination process will be used by the California Highway Patrol to fill their existing positions.

This Training & Experience Examination will account for 100% of the weight of your examination for this classification. Therefore, please be sure to follow the instructions carefully.

Candidate's Name: _____

Social Security Number (Optional): _____

Address: _____

Home Phone Number: _____

Work Phone Number: _____

Cellular Phone Number: _____

Section 1: Employment/Education Verification

Include any previous and current Employment and/or Education information that may apply to this examination. You will use this information to complete Section 2.

Contact may be made to confirm that you have paid or unpaid experience pertaining to the duties and requirements listed in this examination. List all Employment and/or Education information that applies.

EMPLOYMENT

Employment A

Job Title: _____

Organization Name and Address: _____

Dates Worked (mm/dd/yyyy): From: _____ To: _____

Name of Supervisor(s) or Person(s) who can verify your job responsibilities: _____

Contact Phone Number(s) of the above individual(s): _____

Employment B

Job Title: _____
Organization Name and Address: _____
Dates Worked (mm/dd/yyyy): From: _____ To: _____
Name of Supervisor(s) or Person(s) who can verify your job responsibilities: _____
Contact Phone Number(s) of the above individual(s): _____

Employment C

Job Title: _____
Organization Name and Address: _____
Dates Worked (mm/dd/yyyy): From: _____ To: _____
Name of Supervisor(s) or Person(s) who can verify your job responsibilities: _____
Contact Phone Number(s) of the above individual(s): _____

Employment D

Job Title: _____
Organization Name and Address: _____
Dates Worked (mm/dd/yyyy): From: _____ To: _____
Name of Supervisor(s) or Person(s) who can verify your job responsibilities: _____
Contact Phone Number(s) of the above individual(s): _____

Employment E

Job Title: _____
Organization Name and Address: _____
Dates Worked (mm/dd/yyyy): From: _____ To: _____
Name of Supervisor(s) or Person(s) who can verify your job responsibilities: _____
Contact Phone Number(s) of the above individual(s): _____

Employment F

Job Title: _____
Organization Name and Address: _____
Dates Worked (mm/dd/yyyy): From: _____ To: _____
Name of Supervisor(s) or Person(s) who can verify your job responsibilities: _____
Contact Phone Number(s) of the above individual(s): _____

EDUCATION

Education A

School Name and Address: _____

Degree(s) Earned: _____

Date(s) Attended (mm/dd/yyyy): From: _____ To: _____

Education B

School Name and Address: _____

Degree(s) Earned: _____

Date(s) Attended (mm/dd/yyyy): From: _____ To: _____

Education C

School Name and Address: _____

Degree(s) Earned: _____

Date(s) Attended (mm/dd/yyyy): From: _____ To: _____

Education D

School Name and Address: _____

Degree(s) Earned: _____

Date(s) Attended (mm/dd/yyyy): From: _____ To: _____

CERTIFICATION – IMPORTANT – PLEASE READ CAREFULLY BEFORE SIGNING – if not signed, this examination may be disqualified.

Before a final score is determined, your responses to exam questions will be verified. An exams manager or personnel staff member may contact the individuals or educational institutions you have provided to confirm job dates, experience, duties, achievements, and/or possession of knowledge, skills, and abilities. Failure to provide adequate employment and/or education information may result in a low score or disqualification from this examination.

If it is determined at any time that you have made any false or inaccurate representations in any of the information you have provided on this examination, you may be disqualified from this process, removed from the certification list(s), suffer a loss of State employment, and/or suffer a loss of the right to compete in any future State of California hiring processes. You are solely responsible for the accuracy of the responses provided.

This warning has been provided to protect your rights as a job candidate as well as the rights of the Department. Be advised that you are expected to answer truthfully and accurately.

I certify and understand that all statements I have made in this examination are true and complete to the best of my knowledge and contains no willful misrepresentation of falsifications. Failure to include original signature may result in disqualification.

Signature

Date

FILING INSTRUCTIONS:

Please submit your completed Training & Experience Examination and a State Application (STD. 678) as follows:

MAIL TO:

CALIFORNIA HIGHWAY PATROL
SELECTION STANDARDS AND EXAMINATIONS SECTION
P.O. BOX 942898
SACRAMENTO, CA 94298-0001

OR hand deliver during regular business hours (8:00 a.m. to 5:00 p.m.) to the following location:

HAND DELIVER TO:

CALIFORNIA HIGHWAY PATROL
SELECTION STANDARDS AND EXAMINATIONS SECTION
601 NORTH 7TH STREET
SACRAMENTO, CA 95811

MINIMUM QUALIFICATIONS

Each candidate must meet the minimum qualifications on his/her application by the cut-off date. If not, the candidate's application in the examination process will be rejected and his/her Training and Experience Examination will not be scored. Please ensure that your State Application (STD. 678) clearly indicates your education, experience, and licensure information reflective of the minimum qualifications for this examination process as stated below:

Either I

In the California state service, one year of experience performing duties in automotive service or repair at a level not less than an Automotive Technician Trainee. (Applicants who have completed six months of the required experience will be admitted to the examination but must satisfactorily complete the required experience before they can be considered eligible for appointment.)

Or II

Two years of experience in servicing and repairing motor vehicles in a garage, motor vehicle agency, or other major vehicle repair facility. (College or trade school education in automotive mechanics or automotive engineering may be substituted for the required experience on a year-for-year basis.) (Applicants who are substituting education for experience and are within 15 semester units or 22 1/2 quarter units of completing the education requirement will be admitted to the examination but must satisfactorily complete the required education before they can be considered eligible for appointment.)

Section 2: Task Ratings

Instructions:

Respond to each of the following items by indicating how the statement applies to you. You are required to respond to every item.

Using the scales (Experience/Education, Frequency, Verification) provided below, you will rate your experience performing specific job-related tasks.

In responding to each item, use the information you listed in **Section 1: Employment/Education Verification**. Please reference any paid and/or unpaid experience (e.g., employment, education, volunteer work).

For items 1-12, provide responses regarding your:

- **“Experience/Education”** – Using the Experience/Education rating scale identify the corresponding number for the amount of time, based on your experience and/or education that you have performed the item, and write that number in the Experience/Education box. Please complete this for each item.
- **“Frequency”** – Using the Frequency rating scale identify the corresponding number of times you have performed the item and write the number in the Frequency box. Please complete this for each item.
- **“Verification”** – Mark the “Emp” and “Edu” boxes that match your employment and/or education listed in **Section 1: Employment/Education Verification**. Please reference any paid and/or unpaid experience (e.g., employment, education, volunteer work).
 - Ensure you have marked at least one box for each item in the Verification column.
 - Make sure the Verification column is marked correctly for the Employment/Education you Indicated

ITEM	EXPERIENCE/EDUCATION SCALE I have performed this task for: 4 – More than 48 months. 3 – More than 36 months and up to 48 months. 2 – More than 24 months and up to 36 months. 1 – More than 12 months and up to 24 months. 0 – Less than 12 months.	FREQUENCY SCALE I have performed this task: 4 – More than 30 times. 3 – At least 21-30 times. 2 – At least 11-20 times. 1 – At least 1-10 times. 0 – 0 times.	EXPERIENCE/EDUCATION	FREQUENCY	VERIFICATION Employment (Emp)/ Education (Edu)
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ITEM	EXPERIENCE/EDUCATION SCALE I have performed this task for: 4 – More than 48 months. 3 – More than 36 months and up to 48 months. 2 – More than 24 months and up to 36 months. 1 – More than 12 months and up to 24 months. 0 – Less than 12 months.	FREQUENCY SCALE I have performed this task: 4 – More than 30 times. 3 – At least 21-30 times. 2 – At least 11-20 times. 1 – At least 1-10 times. 0 – 0 times.	EXPERIENCE/EDUCATION	FREQUENCY	VERIFICATION Employment (Emp)/ Education (Edu)
1.	Maintain a fleet of vehicles.				<input type="checkbox"/> Emp A <input type="checkbox"/> Edu A <input type="checkbox"/> Emp B <input type="checkbox"/> Edu B <input type="checkbox"/> Emp C <input type="checkbox"/> Edu C <input type="checkbox"/> Emp D <input type="checkbox"/> Edu D <input type="checkbox"/> Emp E <input type="checkbox"/> Emp F
2.	Assemble special enforcement and emergency equipment.				<input type="checkbox"/> Emp A <input type="checkbox"/> Edu A <input type="checkbox"/> Emp B <input type="checkbox"/> Edu B <input type="checkbox"/> Emp C <input type="checkbox"/> Edu C <input type="checkbox"/> Emp D <input type="checkbox"/> Edu D <input type="checkbox"/> Emp E <input type="checkbox"/> Emp F
3.	Install special enforcement and emergency equipment.				<input type="checkbox"/> Emp A <input type="checkbox"/> Edu A <input type="checkbox"/> Emp B <input type="checkbox"/> Edu B <input type="checkbox"/> Emp C <input type="checkbox"/> Edu C <input type="checkbox"/> Emp D <input type="checkbox"/> Edu D <input type="checkbox"/> Emp E <input type="checkbox"/> Emp F
4.	Repair special enforcement and emergency equipment.				<input type="checkbox"/> Emp A <input type="checkbox"/> Edu A <input type="checkbox"/> Emp B <input type="checkbox"/> Edu B <input type="checkbox"/> Emp C <input type="checkbox"/> Edu C <input type="checkbox"/> Emp D <input type="checkbox"/> Edu D <input type="checkbox"/> Emp E <input type="checkbox"/> Emp F
5.	Remove special enforcement and emergency equipment.				<input type="checkbox"/> Emp A <input type="checkbox"/> Edu A <input type="checkbox"/> Emp B <input type="checkbox"/> Edu B <input type="checkbox"/> Emp C <input type="checkbox"/> Edu C <input type="checkbox"/> Emp D <input type="checkbox"/> Edu D <input type="checkbox"/> Emp E <input type="checkbox"/> Emp F
6.	Crawl underneath a vehicle.				<input type="checkbox"/> Emp A <input type="checkbox"/> Edu A <input type="checkbox"/> Emp B <input type="checkbox"/> Edu B <input type="checkbox"/> Emp C <input type="checkbox"/> Edu C <input type="checkbox"/> Emp D <input type="checkbox"/> Edu D <input type="checkbox"/> Emp E <input type="checkbox"/> Emp F
7.	Crawl down under the dashboard.				<input type="checkbox"/> Emp A <input type="checkbox"/> Edu A <input type="checkbox"/> Emp B <input type="checkbox"/> Edu B <input type="checkbox"/> Emp C <input type="checkbox"/> Edu C <input type="checkbox"/> Emp D <input type="checkbox"/> Edu D <input type="checkbox"/> Emp E <input type="checkbox"/> Emp F
8.	Crawl into the trunk.				<input type="checkbox"/> Emp A <input type="checkbox"/> Edu A <input type="checkbox"/> Emp B <input type="checkbox"/> Edu B <input type="checkbox"/> Emp C <input type="checkbox"/> Edu C <input type="checkbox"/> Emp D <input type="checkbox"/> Edu D <input type="checkbox"/> Emp E <input type="checkbox"/> Emp F

ITEM	EXPERIENCE/EDUCATION SCALE I have performed this task for: 4 – More than 48 months. 3 – More than 36 months and up to 48 months. 2 – More than 24 months and up to 36 months. 1 – More than 12 months and up to 24 months. 0 – Less than 12 months.	FREQUENCY SCALE I have performed this task: 4 – More than 30 times. 3 – At least 21-30 times. 2 – At least 11-20 times. 1 – At least 1-10 times. 0 – 0 times.	EXPERIENCE/EDUCATION	FREQUENCY	VERIFICATION Employment (Emp)/ Education (Edu)
9.	Lift and carry tires up to 60 pounds in weight.				<input type="checkbox"/> Emp A <input type="checkbox"/> Edu A <input type="checkbox"/> Emp B <input type="checkbox"/> Edu B <input type="checkbox"/> Emp C <input type="checkbox"/> Edu C <input type="checkbox"/> Emp D <input type="checkbox"/> Edu D <input type="checkbox"/> Emp E <input type="checkbox"/> Emp F
10.	Work in varying, sometimes extreme, temperatures.				<input type="checkbox"/> Emp A <input type="checkbox"/> Edu A <input type="checkbox"/> Emp B <input type="checkbox"/> Edu B <input type="checkbox"/> Emp C <input type="checkbox"/> Edu C <input type="checkbox"/> Emp D <input type="checkbox"/> Edu D <input type="checkbox"/> Emp E <input type="checkbox"/> Emp F
11.	Review work performed by other automotive maintenance and repair personnel.				<input type="checkbox"/> Emp A <input type="checkbox"/> Edu A <input type="checkbox"/> Emp B <input type="checkbox"/> Edu B <input type="checkbox"/> Emp C <input type="checkbox"/> Edu C <input type="checkbox"/> Emp D <input type="checkbox"/> Edu D <input type="checkbox"/> Emp E <input type="checkbox"/> Emp F
12.	Oversee work performed by other automotive maintenance and repair personnel.				<input type="checkbox"/> Emp A <input type="checkbox"/> Edu A <input type="checkbox"/> Emp B <input type="checkbox"/> Edu B <input type="checkbox"/> Emp C <input type="checkbox"/> Edu C <input type="checkbox"/> Emp D <input type="checkbox"/> Edu D <input type="checkbox"/> Emp E <input type="checkbox"/> Emp F

Section 3: Knowledge, Skills, and Abilities Ratings

Instructions:

Respond to each of the following items by indicating how the statement applies to you. You are required to respond to every item.

Using the scales (Experience/Education, Frequency, Verification) provided below, you will rate your experience in accordance to specific job-related knowledge, skills, and/or abilities.

In responding to each item, use the information you listed in **Section 1: Employment/Education Verification**. Please reference any paid and/or unpaid experience (e.g., employment, education, volunteer work).

For items 1-13, provide responses regarding your:

- **“Experience/Education”** – Using the Experience/Education rating scale identify the corresponding number for the amount of time, based on your experience and/or education that you have performed the item, and write that number in the Experience/Education box. Please complete this for each item.
- **“Verification”** – Mark the “Emp” and “Edu” boxes that match your employment and/or education listed in **Section 1: Employment/Education Verification**. Please reference any paid and/or unpaid experience (e.g., employment, education, volunteer work).
 - Ensure you have marked at least one box for each item in the Verification column.
 - Make sure the Verification column is marked correctly for the Employment/Education you indicated

ITEM	EXPERIENCE/EDUCATION SCALE I have applied this knowledge, skill, and/or ability for: 4 – More than 48 months. 3 – More than 36 months and up to 48 months. 2 – More than 24 months and up to 36 months. 1 – More than 12 months and up to 24 months. 0 – Less than 12 months job experience performing this task.	EXPERIENCE/EDUCATION	VERIFICATION Employment (Emp)/ Education (Edu)
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ITEM	EXPERIENCE/EDUCATION SCALE I have applied this knowledge, skill, and/or ability for: 4 – More than 48 months. 3 – More than 36 months and up to 48 months. 2 – More than 24 months and up to 36 months. 1 – More than 12 months and up to 24 months. 0 – Less than 12 months job experience performing this task.	EXPERIENCE/EDUCATION	VERIFICATION Employment (Emp)/ Education (Edu)
1.	Knowledge of automotive equipment terminology and parts used in automotive maintenance and repair, how they interact, and where they are located.		<input type="checkbox"/> Emp A <input type="checkbox"/> Edu A <input type="checkbox"/> Emp B <input type="checkbox"/> Edu B <input type="checkbox"/> Emp C <input type="checkbox"/> Edu C <input type="checkbox"/> Emp D <input type="checkbox"/> Edu D <input type="checkbox"/> Emp E <input type="checkbox"/> Emp F
2.	Knowledge of preventative maintenance and repair procedures.		<input type="checkbox"/> Emp A <input type="checkbox"/> Edu A <input type="checkbox"/> Emp B <input type="checkbox"/> Edu B <input type="checkbox"/> Emp C <input type="checkbox"/> Edu C <input type="checkbox"/> Emp D <input type="checkbox"/> Edu D <input type="checkbox"/> Emp E <input type="checkbox"/> Emp F
3.	Knowledge of service requirements of motor vehicles.		<input type="checkbox"/> Emp A <input type="checkbox"/> Edu A <input type="checkbox"/> Emp B <input type="checkbox"/> Edu B <input type="checkbox"/> Emp C <input type="checkbox"/> Edu C <input type="checkbox"/> Emp D <input type="checkbox"/> Edu D <input type="checkbox"/> Emp E <input type="checkbox"/> Emp F
4.	Knowledge of record-keeping procedures.		<input type="checkbox"/> Emp A <input type="checkbox"/> Edu A <input type="checkbox"/> Emp B <input type="checkbox"/> Edu B <input type="checkbox"/> Emp C <input type="checkbox"/> Edu C <input type="checkbox"/> Emp D <input type="checkbox"/> Edu D <input type="checkbox"/> Emp E <input type="checkbox"/> Emp F
5.	Knowledge of components of a vehicle, how they work and their interrelationships, and where they are located.		<input type="checkbox"/> Emp A <input type="checkbox"/> Edu A <input type="checkbox"/> Emp B <input type="checkbox"/> Edu B <input type="checkbox"/> Emp C <input type="checkbox"/> Edu C <input type="checkbox"/> Emp D <input type="checkbox"/> Edu D <input type="checkbox"/> Emp E <input type="checkbox"/> Emp F
6.	Knowledge of the safe use of a large variety of electric and air-powered tools and their accessories, such as electric drill motors, air-powered impact wrenches, and various small hand tools.		<input type="checkbox"/> Emp A <input type="checkbox"/> Edu A <input type="checkbox"/> Emp B <input type="checkbox"/> Edu B <input type="checkbox"/> Emp C <input type="checkbox"/> Edu C <input type="checkbox"/> Emp D <input type="checkbox"/> Edu D <input type="checkbox"/> Emp E <input type="checkbox"/> Emp F
7.	Knowledge of the proper size and type of wiring terminal or connector when making electrical connections.		<input type="checkbox"/> Emp A <input type="checkbox"/> Edu A <input type="checkbox"/> Emp B <input type="checkbox"/> Edu B <input type="checkbox"/> Emp C <input type="checkbox"/> Edu C <input type="checkbox"/> Emp D <input type="checkbox"/> Edu D <input type="checkbox"/> Emp E <input type="checkbox"/> Emp F
8.	Knowledge of the proper hardware needed to mount various pieces and specialty equipment.		<input type="checkbox"/> Emp A <input type="checkbox"/> Edu A <input type="checkbox"/> Emp B <input type="checkbox"/> Edu B <input type="checkbox"/> Emp C <input type="checkbox"/> Edu C <input type="checkbox"/> Emp D <input type="checkbox"/> Edu D <input type="checkbox"/> Emp E <input type="checkbox"/> Emp F

ITEM	EXPERIENCE/EDUCATION SCALE I have applied this knowledge, skill, and/or ability for: 4 – More than 48 months. 3 – More than 36 months and up to 48 months. 2 – More than 24 months and up to 36 months. 1 – More than 12 months and up to 24 months. 0 – Less than 12 months job experience performing this task.	EXPERIENCE/EDUCATION	VERIFICATION Employment (Emp)/ Education (Edu)
9.	Ability to maintain both manual and computer records.		<input type="checkbox"/> Emp A <input type="checkbox"/> Edu A <input type="checkbox"/> Emp B <input type="checkbox"/> Edu B <input type="checkbox"/> Emp C <input type="checkbox"/> Edu C <input type="checkbox"/> Emp D <input type="checkbox"/> Edu D <input type="checkbox"/> Emp E <input type="checkbox"/> Emp F
10.	Ability to make accurate arithmetical computations.		<input type="checkbox"/> Emp A <input type="checkbox"/> Edu A <input type="checkbox"/> Emp B <input type="checkbox"/> Edu B <input type="checkbox"/> Emp C <input type="checkbox"/> Edu C <input type="checkbox"/> Emp D <input type="checkbox"/> Edu D <input type="checkbox"/> Emp E <input type="checkbox"/> Emp F
11.	Ability to establish and maintain cooperative relationships with those contacted in the work.		<input type="checkbox"/> Emp A <input type="checkbox"/> Edu A <input type="checkbox"/> Emp B <input type="checkbox"/> Edu B <input type="checkbox"/> Emp C <input type="checkbox"/> Edu C <input type="checkbox"/> Emp D <input type="checkbox"/> Edu D <input type="checkbox"/> Emp E <input type="checkbox"/> Emp F
12.	Ability to demonstrate skill in the operation and maintenance of motor vehicles.		<input type="checkbox"/> Emp A <input type="checkbox"/> Edu A <input type="checkbox"/> Emp B <input type="checkbox"/> Edu B <input type="checkbox"/> Emp C <input type="checkbox"/> Edu C <input type="checkbox"/> Emp D <input type="checkbox"/> Edu D <input type="checkbox"/> Emp E <input type="checkbox"/> Emp F
13.	Ability to work under stress in an assembly line environment.		<input type="checkbox"/> Emp A <input type="checkbox"/> Edu A <input type="checkbox"/> Emp B <input type="checkbox"/> Edu B <input type="checkbox"/> Emp C <input type="checkbox"/> Edu C <input type="checkbox"/> Emp D <input type="checkbox"/> Edu D <input type="checkbox"/> Emp E <input type="checkbox"/> Emp F