

**CITY OF NORMAN  
SUPPLEMENTAL QUESTIONNAIRE  
ANIMAL WELFARE TECHNICIAN**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

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This questionnaire is a supplement to your application and will be used for further evaluation of your education, training, and experience as it relates to the Animal Welfare Technician position for which you are applying. Please fill out the questionnaire completely, even if the information is included within your application and/or resume. Your responses should be hand written by you, the applicant.  
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1. It is preferred that an applicant for this position has prior training, knowledge, or experiences in the care of animals. This experience may include prior employment, formal education, or personal informal experiences. What experience do you have in working with animals?

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2. It is preferred that an applicant for this position has prior training, knowledge, or experiences in customer service oriented employment. What experience do you have in working with the public in a customer service oriented role?

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3. It is preferred that an applicant for this position has prior training, knowledge, or experiences in efficient use of computers, filing systems, and standard common computer software similar to Excel, Word, and/or PowerPoint. What experiences do you have in these areas?

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4. Our organization often works in partnership with volunteers and members of our community who are completing required community service hours. Do you have any prior experiences working as or with volunteers? If so please explain your activities and roles in this field.

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5. Effective and professional interpersonal skills, an ability to calmly resolve conflicts, an ability to follow and enforce rules and helping upset customers under stress are skills required by applicants of this position. Do you have any experiences or skills related to these skills?

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6. The diverse and often changing environment in which we operate within each day requires every employee to work together to function as a single team towards the completion of our daily tasks, goals and overall mission. Do you have any employment based experiences or skills related to performing as a team?

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7. Why have you chosen to apply for the Animal Welfare Technician position at the Animal Welfare Center?

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8. Our employees occasionally have to handle and care for sick, injured, and sometimes vicious animals that ultimately must be euthanized and cremated. Do you have training or experiences in this task? What are your personal opinions about this activity? Can you perform it?

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9. Based on your prior employment experiences what tasks, roles, and assignments have you found most preferable and what have you found to be the least desirable?

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10. What additional education, training, experiences, and/or special skills do you have that you believe would relate to this position that we should consider for selection?

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