

HANFORD ELEMENTARY SCHOOL DISTRICT
SUBSTITUTE WAREHOUSE/REPROGRAPHIC AND MAIL

Supplemental Application Questions

INSTRUCTIONS: As part of the selection procedure, the following questions measure necessary employment standards for the position and must be completed in order to qualify for the position. Please attach your responses to the application.

NOTE: An application will be considered incomplete without the responses to these questions.

1. Describe your specific work experience related to inventory control, shipping and receiving, duplicating and mail procedures.
2. Describe your experience in operating the following types of equipment:
 - a. Forklift (identify type(s))
 - b. Delivery Truck
3. Explain the procedures for using purchase orders when receiving material into a warehouse.
4. Identify the types, purposes, and level of expertise you have in computer software programs.
5. What are the proper safety procedures when handling heavy shipments and materials?
6. Attach a DMV record of your driving history.

06/14/22