Compliance with the instructions on this form is a requirement for all applicants. The supplemental application provides reviewers with specific information and details not requested on the standard application. In addition to the content of your responses, we will evaluate your grammar, spelling, punctuation, proofing skills and legibility. You must answer all questions. Sign and submit this form with your application package and provide your responses on a separate piece of paper with the heading “Response to Supplemental Application.”

Name:__________________________________________

Please answer the following questions as concisely and thoroughly as possible. Please number each answer. Attach this form and your answers to your application along with the other requested materials.

1. Describe is your grant writing, management and monitoring experience?

2. Describe your experience preparing and managing budgets (include amount(s), funding source, challenges and successes in the budgeting process).

3. Describe your experience in staff supervision including number of staff persons you’ve supervised, types of positions supervised at one time and a description of your supervisory style.

4. Please describe a challenging personnel issue you have had to deal with, how you handled it and what insights you learned.

5. Please describe your experiences providing community education events, outreach to consumers, and trainings for specific populations.

I hereby certify that all statements made in response to this supplemental questionnaire are true and complete to the best of my knowledge and belief, and that I prepared the responses myself. If employed, I understand that any falsification of this record may be cause for termination of employment.

__________________________________________  __________________________
Signature                                      Date