

**SUPPLEMENTAL EXPERIENCE STATEMENT
FOR
Heavy Mobile Equipment Mechanic
with Welding Skills
WG-5803**

The information requested on this form will be used to evaluate your qualifications for a position where certain knowledge, skills, and abilities are essential for satisfactory performance of the duties and responsibilities of the job. The information furnished in this form, along with other material submitted with an application, will be used by Section personnel involved in the rating/ranking of candidates; those involved in the making of recommendations for selection; the selecting official for the position; and other Section and/or Federal government personnel who may be involved in the inspection of the Section's personnel management program. Failure to complete and submit this form may result in an incomplete and improper evaluation. When this information is required as part of an application, failure to provide it will result in an "incomplete application".

INSTRUCTIONS: Legibly print in ink or use a typewriter when completing answers. Answer each item regarding your background, experience, and training. Answers should be based on actual work experience. If you use additional paper, be sure to identify the question you are answering by showing the element number you are continuing on the additional sheet.

NAME OF CANDIDATE: (LAST, FIRST, MIDDLE INITIAL)

I. ABILITY TO DO THE WORK OF A HEAVY MOBILE EQUIPMENT MECHANIC WITHOUT MORE THAN NORMAL SUPERVISION.

A. Tell about experience which you have had which shows that you can work on the basis of your own judgment. Show the kinds of work you can do by yourself, without the help of a supervisor.

B. What responsibilities have you been given on jobs in the Armed Forces, in your community, etc.?

II. KNOWLEDGE OF EQUIPMENT ASSEMBLY, INSTALLATION, REPAIR, ETC.

A. List the kinds of equipment which you have had to assemble, make, install, test, repair, etc., and show the type and size of the equipment. Tell where you worked with each kind of equipment.

B. Write the number of each of the following statements which apply to your experience, and give examples of work which you did.

1. I worked with units, components, accessories (Specify units, etc.).
2. I worked on complete systems (Specify the systems).
3. I assembled and disassembled.
4. I installed and tested.
5. I maintained and repaired.
6. I did troubleshooting.
7. I calibrated for accuracy.
8. I modified and designed.

(You can show more than one number after each statement.)

III. TECHNICAL PRACTICES

Give examples of any experience which you have had which required you to:

- A. Invent new methods to do tasks which cannot be done in regular ways;
- B. Understand technical principles of carpentry and general mechanical work; and
- C. Use trade math in making computations.

For each example, describe the extent of your knowledge by indicating whether you use it occasionally or frequently.

IV. ABILITY TO INTERPRET INSTRUCTIONS, SPECIFICATIONS, ETC.

For each of the following types of instructions which you can follow, write the number or letter or other item number to show where you learned or had to follow them.

- A. Oral directions from a supervisor.
- B. Written directions from a supervisor, such as work orders.
- C. Manufacturers's guides, catalogs, technical manuals, etc.

For each type, write the number of each statement which describes your training and/or experience.

- 1. Getting information about a limited subject such as materials to be used.
- 2. Interpreting occasional changes in instructions.
- 3. Getting technical information needed for complex operations.
- 4. Using judgment and experience to work out details from specifications which are incomplete and general. Explain.
- 5. Interpreting instructions concerning the operations to be performed by a group of workers so as to explain to, or direct them.

V. ABILITY TO USE AND MAINTAIN TOOLS AND EQUIPMENT AS APPROPRIATE TO THE TRADE OF MECHANICS.

List the tools and equipment (not described before) which you can use, and tell where you used them. Give examples of the more difficult work you have done with each.

For each one which you list, write the number of each statement below which describes your training and experience.

- 1. Used it on routine work.

2. Used it on difficult assignments.
3. Used, maintained, sharpened, adjusted, etc.

VI. KNOWLEDGE OF MATERIALS

List the kinds of material which you have not described before but which you had to know about (hardware, chemicals, paints, metals, etc.) Write the job number(s) or letter(s) or other item numbers to show where you used each.

For each type of material, write the number of the statement below which shows your ability. Give examples to show how you used your knowledge.

1. Have used when material, operations, etc., for a particular job were chosen for me.
2. Have selected materials, planned operations, etc., on the basis of specifications.
3. Have selected materials, planned operations, etc., on the basis of my own judgment and experience.
4. Have substituted material properly.
5. Have checked or tested material. (Explain how and for what purpose.)
6. Have been consulted for advise on use of material. (Tell by whom)

VII. TROUBLESHOOTING

For each kind of troubleshooting listed below which you can do, note the job number(s) / letter(s) or other item numbers to show where you did it.

- A. Locating trouble by detailed inspection and trial runs of mechanical equipment, or simple tests of electrical equipment, etc.
- B. Locating trouble through knowledge of complex relationships of parts of a mechanical, electrical, or hydraulic system. Important safety hazards or material damage may occur if trouble is not correctly diagnosed.

For each kind of troubleshooting which you can do, write the number of each statement which describes your training and experience.

1. Troubleshooting with assistance of a supervisor or expert, etc.
2. Troubleshooting on your own well enough to locate malfunctions.

3. Consulted by other workers in difficult troubleshooting situations.

Give examples of the more difficult troubleshooting which you have done.

VII. SKILL IN PERFORMING OXYACETYLENE GAS AND ARC WELDING PROCESSES.

Tell about your experience and training that shows you can weld metal parts, and a variety of equipment and structures of different sizes.

CERTIFICATION

I CERTIFY that all of the statements made in this form are true, complete and correct to the best of my knowledge and belief and are made in good faith.

(Signature of Applicant in Ink) DATE: _____