

Name \_\_\_\_\_

May 2000

**SUPPLEMENTAL FORM FOR SEWING WORKER I**

This form is used to obtain information about your knowledge, skill, and ability to perform the duties of the job. This information will be used together with the data on your application for civil service positions to complete the evaluation of your experience. It is to your advantage to answer this supplement completely by following the instructions given in each part. If the question requires a description, you should give the most difficult problem you have experienced and resolved as an example. If you wish you may list other related items not covered by a question on a separate sheet. Your answers will be verified at the time of interview.

**NOTE:** For each employer you list on this supplemental form, be sure that you have provided complete employment information for that employer on the application form.

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**INSTRUCTIONS FOR PART I**

Follow these steps in completing this part of the questionnaire:

Step 1: Column I lists a variety of sewn articles. Check those articles with which you have experience.

Step 2: Under Column II, check the space which best describes your experience in preparing materials for sewing.

Step 3: Check the appropriate space which best describes your experience in sewing each type of article.

Step 4: Give the complete name of the employer under whom you performed these tasks.

**PART I**

<b>COLUMN I Type of Article Sewn</b>	<b>COLUMN II Layout</b>			<b>COLUMN III Performance</b>			<b>COLUMN IV EMPLOYER</b>
(check only those that you have actually completed)	drafted own pattern	used commercial pattern	was pre- cut by someon e else	supervised others in sewing	sewed without help	sewed with some help	
Skirt							
Blouse							
Children's wear							
Women's slacks							
Men's shirt							
Dress							
Drapery							
Furniture slipcovers							
Men's slacks							
Men's suit (lined)							
Women's suit (lined)							
Upholstery							
Raglan sleeves							
"kimono" sleeves							
Square neckline							
v-neckline							
Others: (specify below)							





**PART VI:** Describe the training you have **completed** in this field:  
(attach a copy of all pertinent certificates or diplomas)

1. Name of Institution: \_\_\_\_\_

Period of Enrollment: \_\_\_\_\_ to \_\_\_\_\_

What sewing methods or techniques did you study? (be specific)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Name of Institution: \_\_\_\_\_

Period of Enrollment: \_\_\_\_\_ to \_\_\_\_\_

What sewing methods or techniques did you study? (be specific)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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I certify that all statements made on this supplemental form are true and complete to the best of my knowledge. I understand and agree that any misrepresentation or omission whenever discovered, is grounds for the denial of or immediate separation from employment.

Signature: \_\_\_\_\_

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