Name	M	av 2	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.

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.

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COLUMN I Type of Article Sewn					COLUMN II erformand		COLUMN IV EMPLOYER		
(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)									

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INSTRUCTIONS FOR PART II: Follow these steps in completing this part of the questionnaire:

- Step 1: Column I lists a variety of sewing equipment. Check those machines which you have operated.
- Step 2. Under Column II, check the space which best describes your experience in caring and maintaining sewing equipment.
- Step 3: Under Column III, check the appropriate space which best describes how often you used these machines.
- Step 4: Give the complete name of the employer under whom you performed those tasks.

COLUMN I Kinds of Machines Operated			Care		LUMN II enance P	erformed			ı	COLUN Frequency		је	COLUMN IV EMPLOYER
	Dust ed daily	oiled regularl y	change d needles	d upper	d	adjusted foot pressure	d	Sharpen ed blades	use d daily	used sometime s	Seldo m used	neve r used	
Electric sewing machine and attachements													
Power sewing machine													
Power sewing machine attachments (e.g., hemmer)													
Industrical button-hole machine													
Industrial "serging" machine													
Double-needle sewing machine													
Industrial hemming machine													
Heavy-duty cutting machine													
Power mending machine													
Others: (list)													

PART III	Part IV
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Indicate with a ✓ those kinds of fabric you have sewn. List any others in the space provided.

Indicate with a ✔ those tools you have used in sewing. List any others in the space provided.

Cotton	tape measure
Jersey	Yardstick
single knit	French curve
double knit	Dressmaker's square
Linen	grommet & spur attachment tool
Lace	Bodkin
Canvas	others: (specify)
drill or twill	
Silk	
Satin	
Upholstery	
Vinyl	
Leather	
Chiffon	
others:	
(specify below)	

<u>RT V</u> :	Describe the most difficult alteration you have performed without assistance:

PART VI:		ribe the training you have <u>completed</u> in this field: ch a copy of all pertinent certificates or diplomas) 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)
*****	******	***************************************
unde	erstand a	all statements made on this supplemental form are true and complete to the best of my knowledge. I and agree that any misrepresentation or omission whenever discovered, is grounds for the denial of or eparation from employment.
Sian	ature:	Date: