



MANAGEMENT SERVICES, INC.

## **Supplemental Questionnaire**

### **Supplemental Questionnaire Instructions**

For your convenience the Supplemental Questionnaire can be completed online but must be **hand signed** and **mailed directly** to RJA Management Services, Inc. to complete your application package.

An application package consists of two (2) copies of your resume with a signed cover letter outlining your qualifications, an RJA supplemental questionnaire, and a **list** of five (5) professional references.



Management Services, Inc.  
**Supplemental Questionnaire**

**ALL MATERIALS MUST BE RECEIVED BY  
 THE DATE ON OUR WEBSITE**  
 www.rjamanagement.com  
 FOR CONSIDERATION.

**TO APPLY:** Submit a complete application package consisting of this completed questionnaire, 2 copies of a current resume with cover letter, and a list of 5 professional references. Please call RJA at (626) 447-3318 if you are unable to meet the deadline.  
**SEND TO:** Dr. Richard Garcia, President, RJA Management Services, Inc., 550 W. Duarte Rd., Ste. 6, Arcadia, CA 91007.

<i>Position Applying For:</i> <b>SAN DIEGO MUNICIPAL EMPLOYEES ASSOCIATION, CA - GENERAL MANAGER</b>			
First Name	MI	Last Name	Current Title
Home Address			Business Phone (     )
			Home Phone (     )
			Cell Phone (     )
Degree(s) and Related Certificates		Dates Received	Email
Are you bilingual?     ___ Yes     ___ No If yes, what language(s)?			Do you have any objections to RJA conducting background checks? If yes, please explain.  ___ Yes     ___ No

<i>RJA would like for you to honestly evaluate your demonstrated knowledge of or experience in/with the following job related activities.</i>	<b>Key:</b> E = Extensive Experience    L = Limited Experience C = Considerable Experience    N = No Experience																														
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">General Management     ___</td> <td style="width: 33%;">Contract Negotiations     ___</td> <td style="width: 33%;">Political Outreach/Campaigning     ___</td> </tr> <tr> <td>Human Resources Management     ___</td> <td>Contract Administration     ___</td> <td>Lobbying     ___</td> </tr> <tr> <td>Information Technology     ___</td> <td>Employee Grievance Investigation     ___</td> <td>Not-For-Profit Organizations     ___</td> </tr> <tr> <td>Statistical Spreadsheets     ___</td> <td>Conflict Analysis     ___</td> <td>Board Relations     ___</td> </tr> <tr> <td>Statistical Analysis     ___</td> <td>Conflict Resolution     ___</td> <td>Government Relations     ___</td> </tr> <tr> <td>Financial Management     ___</td> <td>Consensus Building     ___</td> <td>Public Relations     ___</td> </tr> <tr> <td>Budgeting     ___</td> <td>Strategic Planning     ___</td> <td>Media Relations     ___</td> </tr> <tr> <td>Investments     ___</td> <td>Mentoring     ___</td> <td>Written Communications     ___</td> </tr> <tr> <td>Personnel Policies &amp; Procedures     ___</td> <td>Team Building     ___</td> <td>Oral Communications     ___</td> </tr> <tr> <td>Labor Law     ___</td> <td>Staff Development     ___</td> <td>Customer Service     ___</td> </tr> </table>	General Management     ___	Contract Negotiations     ___	Political Outreach/Campaigning     ___	Human Resources Management     ___	Contract Administration     ___	Lobbying     ___	Information Technology     ___	Employee Grievance Investigation     ___	Not-For-Profit Organizations     ___	Statistical Spreadsheets     ___	Conflict Analysis     ___	Board Relations     ___	Statistical Analysis     ___	Conflict Resolution     ___	Government Relations     ___	Financial Management     ___	Consensus Building     ___	Public Relations     ___	Budgeting     ___	Strategic Planning     ___	Media Relations     ___	Investments     ___	Mentoring     ___	Written Communications     ___	Personnel Policies & Procedures     ___	Team Building     ___	Oral Communications     ___	Labor Law     ___	Staff Development     ___	Customer Service     ___	
General Management     ___	Contract Negotiations     ___	Political Outreach/Campaigning     ___																													
Human Resources Management     ___	Contract Administration     ___	Lobbying     ___																													
Information Technology     ___	Employee Grievance Investigation     ___	Not-For-Profit Organizations     ___																													
Statistical Spreadsheets     ___	Conflict Analysis     ___	Board Relations     ___																													
Statistical Analysis     ___	Conflict Resolution     ___	Government Relations     ___																													
Financial Management     ___	Consensus Building     ___	Public Relations     ___																													
Budgeting     ___	Strategic Planning     ___	Media Relations     ___																													
Investments     ___	Mentoring     ___	Written Communications     ___																													
Personnel Policies & Procedures     ___	Team Building     ___	Oral Communications     ___																													
Labor Law     ___	Staff Development     ___	Customer Service     ___																													

In accordance with State Law, the information requested below shall be used for statistical purposes only. This information will be kept confidential and separate from the application form. Refusing to provide this information will have no impact on the evaluation process. Thank you for your assistance.

How did you hear about this position? ___ RJA Letter     ___ GovtJobs ___ RJA Call     ___ SCPMA ___ Jobs Available     ___ MMAC ___ Western Cities     ___ Internet _____ ___ IPMA     ___ Other _____	Race/Ethnic Group ___ African American     ___ Hispanic ___ Asian     ___ Filipino ___ American Indian     ___ Pacific Islander ___ Caucasian     ___ Other	Sex ___ Female     ___ Male <hr/> Can you perform this function with reasonable accommodations? ___ Yes     ___ No
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------

**EMPLOYMENT HISTORY:**

Please note that your resume should reflect entire employment history.

Dates of Employment to	Job Title	Largest annual budget administered
Annual Salary \$	Organization:	
	Address:	
Reason for Leaving	Supervisor's Job Title	Total population served by organization
	Total number of your staff: Direct Supv. _____ Indirect Supv. _____	Total number of employees in: Organization _____ Department _____
Dates of Employment to	Job Title	Largest annual budget administered
Annual Salary \$	Organization:	
	Address:	
Reason for Leaving	Supervisor's Job Title	Total population served by organization
	Total number of your staff: Direct Supv. _____ Indirect Supv. _____	Total number of employees in: Organization _____ Department _____
Dates of Employment to	Job Title	Largest annual budget administered
Annual Salary \$	Organization:	
	Address:	
Reason for Leaving	Supervisor's Job Title	Total population served by organization
	Total number of your staff: Direct Supv. _____ Indirect Supv. _____	Total number of employees in: Organization _____ Department _____
Dates of Employment to	Job Title	Largest annual budget administered
Annual Salary \$	Organization:	
	Address:	
Reason for Leaving	Supervisor's Job Title	Total population served by organization
	Total number of your staff: Direct Supv. _____ Indirect Supv. _____	Total number of employees in: Organization _____ Department _____

I certify that the information on this supplemental questionnaire is true to the best of my knowledge and belief.

DATE \_\_\_\_\_ APPLICANT'S SIGNATURE \_\_\_\_\_