



BOOKBINDER IV Training and Experience Evaluation

GENERAL INFORMATION

This Training and Experience (T&E) Evaluation will be used to measure your experience, training, and/or education relevant to this classification. It will ask you to rate yourself on the experience, training, and/or education that you will bring to the job with Department of General Services (DGS).

This T&E Evaluation is a scored component accounting for 100% of your score in this examination. To obtain a position on the eligible list, a minimum rating of 70% must be attained. It is important to complete the T&E Evaluation carefully and accurately. Your responses are subject to verification before appointment to a position. It is essential to ***take your time and read all questions and responses carefully*** before selecting your response.

The eligible list resulting from this examination will be used by DGS to fill our existing and/or future vacancies. A "Conditions of Employment" form is included in this T&E Evaluation that will allow you to select the location(s), tenure(s), and time base(s) that you are interested in working.

AFFIRMATION STATEMENT

I hereby certify and understand that the information provided by me on this examination is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I understand that if it is later determined that I have made any false or inaccurate representations in any of the information I have provided, I will be removed from the eligible list resulting from this examination and may not be allowed to compete in future examinations for State employment. If already hired from the result of this examination, I may have adverse action taken against me, which could result in dismissal. I also understand that I am solely responsible for the accuracy of the responses I provide.

Print Name _____

CalCareer ID #: _____ Email: _____

Cell Phone #: _____ Work Phone #: _____

Signature _____ Date: _____

FILING INSTRUCTIONS

You are required to submit **this completed T&E Evaluation** as follows:

Via Email

DGSExams@dgs.ca.gov

*The preferred method of T&E submittal is via email as it is the most **expeditious** method of communication.*

By Mail

Department of General Services
Office of Human Resources
Attn: Recruitment and Examination Services Unit
P.O. Box 989052
West Sacramento, CA 95798-9052

In Person

Department of General Services
707 3rd Street, Lobby*
West Sacramento, CA 95605

**Visitors to the Department of General Services must be escorted at all times. Applicants must use the telephone provided in the Lobby to contact the Office of Human Resources at (916) 376-5400 OR email DGSExams@dgs.ca.gov to set up an appointment to drop off their application.*

TRAINING AND EXPERIENCE EVALUATION

TASK INSTRUCTIONS: Read each statement carefully and select one option for each of the scales provided that best relates your experience. In responding to each statement, you may refer to your FORMAL EDUCATION, FORMAL TRAINING COURSES, and/or WORK EXPERIENCE whether paid or unpaid.

1. Set up complex bookbinding equipment (e.g., folders above 17" x 22", guillotine cutters, saddle stitch, three-knife trimmer, perfect binder, roll forms collator) to support the bookbinding functions for quality in accordance with the guidelines of the company operations manual and policies.
 - A. Select one that best relates to the **length** of your experience performing this task.
 - 24 or more months
 - 12 to 23 months
 - 0 to 11 months
 - B. Select one that best relates to the **frequency** (how often) you performed this task.
 - Daily/Weekly
 - Monthly/Quarterly
 - Semi-Annually/Annually
 - Never
 - C. Have you performed this task within the last 5 years?
 - Yes
 - No

2. Operate complex bookbinding equipment (e.g., folders above 17" X 22", saddle stitch, three-knife trimmer, gluers and trimmers, slitters/rewinders, roll forms collators, perfect binder, etc.) in order to support the bookbinding functions for quality in accordance with the guidelines of the company operations manual and policies.
- A. Select one that best relates to the **length** of your experience performing this task.
- 24 or more months
 - 12 to 23 months
 - 0 to 11 months
- B. Select one that best relates to the **frequency** (how often) you performed this task.
- Daily/Weekly
 - Monthly/Quarterly
 - Semi-Annually/Annually
 - Never
- C. Have you performed this task within the last 5 years?
- Yes
 - No
3. Read and understand job ticket instructions before starting work to satisfy the internal/external customer requirements and produce quality bindery work.
- A. Select one that best relates to the **length** of your experience performing this task.
- 24 or more months
 - 12 to 23 months
 - 0 to 11 months
- B. Select one that best relates to the **frequency** (how often) you performed this task.
- Daily/Weekly
 - Monthly/Quarterly
 - Semi-Annually/Annually
 - Never
- C. Have you performed this task within the last 5 years?
- Yes
 - No

4. Log and verify job orders to satisfy internal external customers using various computers equipment in accordance with the guidelines of the company's operations manual and policies.
- A. Select one that best relates to the **length** of your experience performing this task.
- 24 or more months
 - 12 to 23 months
 - 0 to 11 months
- B. Select one that best relates to the **frequency** (how often) you performed this task.
- Daily/Weekly
 - Monthly/Quarterly
 - Semi-Annually/Annually
 - Never
- C. Have you performed this task within the last 5 years?
- Yes
 - No
5. Adjust or repair to the running equipment to support bookbinding functions.
- A. Select one that best relates to the **length** of your experience performing this task.
- 24 or more months
 - 12 to 23 months
 - 0 to 11 months
- B. Select one that best relates to the **frequency** (how often) you performed this task.
- Daily/Weekly
 - Monthly/Quarterly
 - Semi-Annually/Annually
 - Never
- C. Have you performed this task within the last 5 years?
- Yes
 - No

6. Act as a lead over the operation of the bindery equipment and monitor the work and material flow required by the job ticket.
- A. Select one that best relates to the **length** of your experience performing this task.
- 24 or more months
 - 12 to 23 months
 - 0 to 11 months
- B. Select one that best relates to the **frequency** (how often) you performed this task.
- Daily/Weekly
 - Monthly/Quarterly
 - Semi-Annually/Annually
 - Never
- C. Have you performed this task within the last 5 years?
- Yes
 - No
7. Check the setting on punches, gauges, and page number positions.
- A. Select one that best relates to the **length** of your experience performing this task.
- 24 or more months
 - 12 to 23 months
 - 0 to 11 months
- B. Select one that best relates to the **frequency** (how often) you performed this task.
- Daily/Weekly
 - Monthly/Quarterly
 - Semi-Annually/Annually
 - Never
- C. Have you performed this task within the last 5 years?
- Yes
 - No

8. Perform and/or assist in the maintenance and operation of bookbinding equipment to ensure that production will be met using various tools (e.g., grease guns, air hoses, wrenches, screw drivers, tape measures) in accordance with the company operations manual and policies.

A. Select one that best relates to the **length** of your experience performing this task.

- 24 or more months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

C. Have you performed this task within the last 5 years?

- Yes
- No

9. Update maintenance records/logs to keep machines in operating order in accordance with company guidelines, operations manuals, and policies.

A. Select one that best relates to the **length** of your experience performing this task.

- 24 or more months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

C. Have you performed this task within the last 5 years?

- Yes
- No

10. Clean paper dust and keep work area organized, clean, and neat for safety purposes in accordance with company guidelines, operations manuals, and policies.

A. Select one that best relates to the **length** of your experience performing this task.

- 24 or more months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

C. Have you performed this task within the last 5 years?

- Yes
- No

11. Train/direct employees in the operation of the bindery functions to complete tasks in accordance with company guidelines, operations manuals, and policies.

A. Select one that best relates to the **length** of your experience performing this task.

- 24 or more months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

C. Have you performed this task within the last 5 years?

- Yes
- No

12. Fill in for lower-level bookbinders (e.g., feeding gathering machines).

A. Select one that best relates to the **length** of your experience performing this task.

- 24 or more months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

C. Have you performed this task within the last 5 years?

- Yes
- No

13. Analyze job specifications using knowledge of bookbinding finishing processes to determine the most efficient way to process the job.

A. Select one that best relates to the **length** of your experience performing this task.

- 24 or more months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

C. Have you performed this task within the last 5 years?

- Yes
- No

14. Assess status of broken-down equipment and provide a projection to management when the equipment will be back in operation.

A. Select one that best relates to the **length** of your experience performing this task.

- 24 or more months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

C. Have you performed this task within the last 5 years?

- Yes
- No

15. Assist or provide direction for clearing jams in equipment to reduce delays in production and provide training to subordinate bookbinders.

A. Select one that best relates to the **length** of your experience performing this task.

- 24 or more months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

C. Have you performed this task within the last 5 years?

- Yes
- No

16. Assist subordinate bookbinders in troubleshooting and identifying equipment/product quality issues so they may be corrected.

A. Select one that best relates to the **length** of your experience performing this task.

- 24 or more months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

C. Have you performed this task within the last 5 years?

- Yes
- No

17. Explain product quality expectations to subordinate bookbinders to improve their understanding and achieve increased conformance to standards when there are avoidable causes of poor product quality.

A. Select one that best relates to the **length** of your experience performing this task.

- 24 or more months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

C. Have you performed this task within the last 5 years?

- Yes
- No

18. Forward jobs from completed phases to subsequent phases in order of completion.
- A. Select one that best relates to the **length** of your experience performing this task.
 - 24 or more months
 - 12 to 23 months
 - 0 to 11 months
 - B. Select one that best relates to the **frequency** (how often) you performed this task.
 - Daily/Weekly
 - Monthly/Quarterly
 - Semi-Annually/Annually
 - Never
 - C. Have you performed this task within the last 5 years?
 - Yes
 - No
19. Identify causes of defects in product quality to explain or demonstrate to subordinate bookbinders how to best avoid these defects and improve product quality.
- A. Select one that best relates to the **length** of your experience performing this task.
 - 24 or more months
 - 12 to 23 months
 - 0 to 11 months
 - B. Select one that best relates to the **frequency** (how often) you performed this task.
 - Daily/Weekly
 - Monthly/Quarterly
 - Semi-Annually/Annually
 - Never
 - C. Have you performed this task within the last 5 years?
 - Yes
 - No

20. Implement safety standards/procedures for equipment operation to ensure compliance with established policies, guidelines, and regulations to reduce risk of personal injury, damage to equipment, and/or damage to products.

A. Select one that best relates to the **length** of your experience performing this task.

- 24 or more months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

C. Have you performed this task within the last 5 years?

- Yes
- No

21. Inspect and replace cutter blades, following established safety procedures and using sound judgment based on knowledge of cutter operation, to ensure proper function of cutters.

A. Select one that best relates to the **length** of your experience performing this task.

- 24 or more months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

C. Have you performed this task within the last 5 years?

- Yes
- No

22. Inspect and/or assist with equipment adjustments/repairs performed by subordinate bookbinders to ensure they are made correctly and safely without risking personal injury or causing damage to equipment or product.

A. Select one that best relates to the **length** of your experience performing this task.

- 24 or more months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

C. Have you performed this task within the last 5 years?

- Yes
- No

23. Maintain accurate and complete records of production for proper documentation.

A. Select one that best relates to the **length** of your experience performing this task.

- 24 or more months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

C. Have you performed this task within the last 5 years?

- Yes
- No

24. Mentor subordinate bookbinders to ensure they can take on additional responsibilities and develop characteristics needed for successful job performance.

A. Select one that best relates to the **length** of your experience performing this task.

- 24 or more months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

C. Have you performed this task within the last 5 years?

- Yes
- No

25. Monitor/inspect and assign/reassign work to subordinate bookbinders to ensure correct processes are used, work progresses timely, and work is of satisfactory quality.

A. Select one that best relates to the **length** of your experience performing this task.

- 24 or more months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

C. Have you performed this task within the last 5 years?

- Yes
- No

26. Organize, prioritize, and monitor equipment operation and material flow and adjust, as necessary, to ensure production requirements and deadlines are met.

A. Select one that best relates to the **length** of your experience performing this task.

- 24 or more months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

C. Have you performed this task within the last 5 years?

- Yes
- No

27. Serve as a subject matter expert to explain complex bookbinding and finishing processes and procedures or participate in projects where expertise in bookbinding is required.

A. Select one that best relates to the **length** of your experience performing this task.

- 24 or more months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

C. Have you performed this task within the last 5 years?

- Yes
- No

28. Show subordinate bookbinders how to perform product quality inspections and explain expectations for product quality to maintain high quality product and customer service standards.

A. Select one that best relates to the **length** of your experience performing this task.

- 24 or more months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

C. Have you performed this task within the last 5 years?

- Yes
- No

29. Submit orders/or requests for equipment parts supplies to ensure continuous production capability.

A. Select one that best relates to the **length** of your experience performing this task.

- 24 or more months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

C. Have you performed this task within the last 5 years?

- Yes
- No

30. Work with management to set, communicate, and meet production standards/due date requirements for current and expected work orders/or requests for equipment parts supplies to ensure continuous production capability.

A. Select one that best relates to the **length** of your experience performing this task.

- 24 or more months
- 12 to 23 months
- 0 to 11 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

C. Have you performed this task within the last 5 years?

- Yes
- No

KNOWLEDGE, SKILL, OR ABILITY (KSA) INSTRUCTIONS: Read each statement carefully and select one option for the scale provided that best relates your level of expertise with the KSA. In responding to each statement, you may refer to your FORMAL EDUCATION, FORMAL TRAINING COURSES, and/or WORK EXPERIENCE whether paid or unpaid.

31. Knowledge of printing plant equipment, machinery operations and terminology to produce quality bindery work.

A. Select one that best relates to the **level of expertise** you have with this KSA.

- Extensive (have applied this in an actual setting while performing a job)
- Moderate (have performed this task but required general supervision)
- Limited (have education and/or training or have minimally applied it to a job)
- No knowledge (no experience, education, or training)

32. Knowledge of types of paper stock and proper methods of paper movement and handling to fill job orders.

A. Select one that best relates to the **level of expertise** you have with this KSA.

- Extensive (have applied this in an actual setting while performing a job)
- Moderate (have performed this task but required general supervision)
- Limited (have education and/or training or have minimally applied it to a job)
- No knowledge (no experience, education, or training)

33. Knowledge of the processes for binding items in order to meet scheduled deadlines.

A. Select one that best relates to the **level of expertise** you have with this KSA.

- Extensive (have applied this in an actual setting while performing a job)
- Moderate (have performed this task but required general supervision)
- Limited (have education and/or training or have minimally applied it to a job)
- No knowledge (no experience, education, or training)

34. Knowledge of reading the job ticket effectively to produce quality bindery work.

A. Select one that best relates to the **level of expertise** you have with this KSA.

- Extensive (have applied this in an actual setting while performing a job)
- Moderate (have performed this task but required general supervision)
- Limited (have education and/or training or have minimally applied it to a job)
- No knowledge (no experience, education, or training)

35. Knowledge of tools and equipment used in general bookbinding, and job forwarding, finishing, and producing quality bindery work.

A. Select one that best relates to the **level of expertise** you have with this KSA.

- Extensive (have applied this in an actual setting while performing a job)
- Moderate (have performed this task but required general supervision)
- Limited (have education and/or training or have minimally applied it to a job)
- No knowledge (no experience, education, or training)

36. Knowledge of math to produce quality bindery work.

B. Select one that best relates to the **level of expertise** you have with this KSA.

- Extensive (have applied this in an actual setting while performing a job)
- Moderate (have performed this task but required general supervision)
- Limited (have education and/or training or have minimally applied it to a job)
- No knowledge (no experience, education, or training)

37. Knowledge of quality control processes to ensure they are applied appropriately to maintain a neat and clean work area (e.g., dusting, sweeping) and maintain a safe environment.

A. Select one that best relates to the **level of expertise** you have with this KSA.

- Extensive (have applied this in an actual setting while performing a job)
- Moderate (have performed this task but required general supervision)
- Limited (have education and/or training or have minimally applied it to a job)
- No knowledge (no experience, education, or training)

38. Knowledge of safety practices to ensure they are followed, and work is performed safely.

A. Select one that best relates to the **level of expertise** you have with this KSA.

- Extensive (have applied this in an actual setting while performing a job)
- Moderate (have performed this task but required general supervision)
- Limited (have education and/or training or have minimally applied it to a job)
- No knowledge (no experience, education, or training)

39. Ability to communicate effectively to produce quality bindery work.

A. Select one that best relates to the **level of expertise** you have with this KSA.

- Extensive (have applied this in an actual setting while performing a job)
- Moderate (have performed this task but required general supervision)
- Limited (have education and/or training or have minimally applied it to a job)
- No knowledge (no experience, education, or training)

40. Ability to follow directions to produce quality bindery work.

A. Select one that best relates to the **level of expertise** you have with this KSA.

- Extensive (have applied this in an actual setting while performing a job)
- Moderate (have performed this task but required general supervision)
- Limited (have education and/or training or have minimally applied it to a job)
- No knowledge (no experience, education, or training)

41. Ability to move and/or lift up to 50 pounds to produce quality bindery work.

A. Select one that best relates to the **level of expertise** you have with this KSA.

- Extensive (have applied this in an actual setting while performing a job)
- Moderate (have performed this task but required general supervision)
- Limited (have education and/or training or have minimally applied it to a job)
- No knowledge (no experience, education, or training)

42. Ability to set up and operate equipment (e.g., saddle stitchers, guillotine cutters, Folders above 17 x 22, gluers and trimmers, slitters/rewinders, roll forms collators, perfect binders) to support bookbinding functions for quality in accordance with the guidelines of the company's operations manual and policies

A. Select one that best relates to the **level of expertise** you have with this KSA.

- Extensive (have applied this in an actual setting while performing a job)
- Moderate (have performed this task but required general supervision)
- Limited (have education and/or training or have minimally applied it to a job)
- No knowledge (no experience, education, or training)

43. Ability to efficiently lead a bindery crew in bindery operations and processes.

A. Select one that best relates to the **level of expertise** you have with this KSA.

- Extensive (have applied this in an actual setting while performing a job)
- Moderate (have performed this task but required general supervision)
- Limited (have education and/or training or have minimally applied it to a job)
- No knowledge (no experience, education, or training)

44. Ability to work effectively as a team member with co-workers and management.

A. Select one that best relates to the **level of expertise** you have with this KSA.

- Extensive (have applied this in an actual setting while performing a job)
- Moderate (have performed this task but required general supervision)
- Limited (have education and/or training or have minimally applied it to a job)
- No knowledge (no experience, education, or training)

45. Ability to work effectively and efficiently under pressure to meet scheduling deadlines.

A. Select one that best relates to the **level of expertise** you have with this KSA.

- Extensive (have applied this in an actual setting while performing a job)
- Moderate (have performed this task but required general supervision)
- Limited (have education and/or training or have minimally applied it to a job)
- No knowledge (no experience, education, or training)

46. Ability to work independently to produce quality bindery work.

A. Select one that best relates to the **level of expertise** you have with this KSA.

- Extensive (have applied this in an actual setting while performing a job)
- Moderate (have performed this task but required general supervision)
- Limited (have education and/or training or have minimally applied it to a job)
- No knowledge (no experience, education, or training)

47. Ability to work on computers to produce quality bindery work.

A. Select one that best relates to the **level of expertise** you have with this KSA.

- Extensive (have applied this in an actual setting while performing a job)
- Moderate (have performed this task but required general supervision)
- Limited (have education and/or training or have minimally applied it to a job)
- No knowledge (no experience, education, or training)

48. Ability to set up casemaking, trimming, gathering, and folding equipment to prepare for operation of the equipment.

A. Select one that best relates to the **level of expertise** you have with this KSA.

- Extensive (have applied this in an actual setting while performing a job)
- Moderate (have performed this task but required general supervision)
- Limited (have education and/or training or have minimally applied it to a job)
- No knowledge (no experience, education, or training)

49. Ability to work collaboratively with others and work as part of a team to accomplish large jobs.

A. Select one that best relates to the **level of expertise** you have with this KSA.

- Extensive (have applied this in an actual setting while performing a job)
- Moderate (have performed this task but required general supervision)
- Limited (have education and/or training or have minimally applied it to a job)
- No knowledge (no experience, education, or training)

50. Ability to assume lead responsibility in the absence of management.

A. Select one that best relates to the **level of expertise** you have with this KSA.

- Extensive (have applied this in an actual setting while performing a job)
- Moderate (have performed this task but required general supervision)
- Limited (have education and/or training or have minimally applied it to a job)
- No knowledge (no experience, education, or training)

51. Ability to be punctual and reliable to ensure consistent workflow.

A. Select one that best relates to the **level of expertise** you have with this KSA.

- Extensive (have applied this in an actual setting while performing a job)
- Moderate (have performed this task but required general supervision)
- Limited (have education and/or training or have minimally applied it to a job)
- No knowledge (no experience, education, or training)

52. Ability to diagnose causes of equipment failure or causes of product quality defects to make the right equipment adjustments or minor repairs.

A. Select one that best relates to the **level of expertise** you have with this KSA.

- Extensive (have applied this in an actual setting while performing a job)
- Moderate (have performed this task but required general supervision)
- Limited (have education and/or training or have minimally applied it to a job)
- No knowledge (no experience, education, or training)

53. Ability to operate bookbinding equipment (e.g., casemaking, trimming, gathering, and folding equipment) to complete complex bookbinding processes safely and efficiently.

A. Select one that best relates to the **level of expertise** you have with this KSA.

- Extensive (have applied this in an actual setting while performing a job)
- Moderate (have performed this task but required general supervision)
- Limited (have education and/or training or have minimally applied it to a job)
- No knowledge (no experience, education, or training)

CONDITIONS OF EMPLOYMENT

Please mark the appropriate box(es) of your choice – you will not be offered a job in locations not marked.

If you are successful in this examination, your name will be placed on an active employment list and referred to fill vacancies according to the conditions you specify on this form. If you are not planning to relocate or are not willing to travel to a distant job location, do not select locations that are a long way from your residence.

TYPE OF EMPLOYMENT YOU WILL ACCEPT

Please mark the appropriate box(es) - you may check "Any" if you are willing to accept any type of employment. If all are marked and you receive an appointment other than Permanent Full-Time, your name will continue to be considered for Permanent, Full-Time positions.

- | | |
|--|---|
| <input type="checkbox"/> Any | <input type="checkbox"/> Limited Term, Full Time |
| <input type="checkbox"/> Permanent, Full Time | <input type="checkbox"/> Limited Term, Part Time |
| <input type="checkbox"/> Permanent, Part Time | <input type="checkbox"/> Limited Term, Intermittent |
| <input type="checkbox"/> Permanent, Intermittent | |

LOCATION(S) YOU ARE WILLING TO WORK

(0005) ANYWHERE IN THE STATE – if this box is marked, no further selection is necessary.

NORTHERN CALIFORNIA COUNTIES

- | | | |
|---|---|--|
| <input type="checkbox"/> (0400) Butte | <input type="checkbox"/> (2300) Mendocino | <input type="checkbox"/> (4500) Shasta |
| <input type="checkbox"/> (0600) Colusa | <input type="checkbox"/> (2500) Modoc | <input type="checkbox"/> (4600) Sierra |
| <input type="checkbox"/> (0800) Del Norte | <input type="checkbox"/> (2800) Napa | <input type="checkbox"/> (4700) Siskiyou |
| <input type="checkbox"/> (0900) El Dorado | <input type="checkbox"/> (2900) Nevada | <input type="checkbox"/> (4900) Sonoma |
| <input type="checkbox"/> (1100) Glenn | <input type="checkbox"/> (3100) Placer | <input type="checkbox"/> (5100) Sutter |
| <input type="checkbox"/> (1200) Humboldt | <input type="checkbox"/> (3200) Plumas | <input type="checkbox"/> (5200) Tehama |
| <input type="checkbox"/> (1700) Lake | <input type="checkbox"/> (3400) Sacramento | <input type="checkbox"/> (5300) Trinity |
| <input type="checkbox"/> (1800) Lassen | <input type="checkbox"/> (3800) San Francisco | <input type="checkbox"/> (5700) Yolo |
| | <input type="checkbox"/> (3900) San Joaquin | <input type="checkbox"/> (5800) Yuba |

CENTRAL CALIFORNIA COUNTIES

- | | | |
|--|--|---|
| <input type="checkbox"/> (0100) Alameda | <input type="checkbox"/> (1500) Kern | <input type="checkbox"/> (4000) San Luis Obispo |
| <input type="checkbox"/> (0200) Alpine | <input type="checkbox"/> (1600) Kings | <input type="checkbox"/> (4100) San Mateo |
| <input type="checkbox"/> (0300) Amador | <input type="checkbox"/> (2000) Madera | <input type="checkbox"/> (4300) Santa Clara |
| <input type="checkbox"/> (0500) Calaveras | <input type="checkbox"/> (2100) Marin | <input type="checkbox"/> (4400) Santa Cruz |
| <input type="checkbox"/> (0700) Contra Costa | <input type="checkbox"/> (2200) Mariposa | <input type="checkbox"/> (4800) Solano |
| <input type="checkbox"/> (1000) Fresno | <input type="checkbox"/> (2400) Merced | <input type="checkbox"/> (5000) Stanislaus |
| <input type="checkbox"/> (1400) Inyo | <input type="checkbox"/> (2600) Mono | <input type="checkbox"/> (5400) Tulare |
| | <input type="checkbox"/> (2700) Monterey | <input type="checkbox"/> (5500) Tuolumne |

SOUTHERN CALIFORNIA COUNTIES

- (1300) Imperial
- (1900) Los Angeles
- (3000) Orange
- (3500) San Benito
- (3300) Riverside
- (3600) San Bernardino
- (3700) San Diego
- (4200) Santa Barbara
- (5600) Ventura

ADDRESS OR AVAILABILITY FOR EMPLOYMENT CHANGES

If you would like to change your address, phone number(s), email address, and/or locations and tenure/time base preferences, please log into your CalCareer Account, and click on the Eligibilities tab.