



EXAM NUMBER: 2059

LAST FIVE DIGITS OF SSN: _____

WORK EXPERIENCE TEST

Instructions to Applicant: This Work Experience Test consists of a series of related job duties. The City University of New York Campus Public Safety professionals typically perform these activities.

Step 1: Read each job activity in each job domain carefully.

Step 2: Consider your own work experiences carefully.

Step 3: Read each of the Competency Codes carefully.

Step 4: Assign a Competency Code in the space provided next to the job activity in each job domain.

- Assign only ONE of the Competency Codes listed per job activity.
- Assign a competency code that best represents your highest level of attainment for that job activity.

For example, if you have experience selecting the correct blank for making a duplicate or original key across two jobs, and in one job you would rate yourself a “1” and in another job you would rate yourself a “3,” you should assign a rating of 3 for that job activity since it is the higher of the two.

NOTE: All claims will be verified and any claim found to be false would result in your disqualification from the examination. If you have been appointed and your claim has been found to be false, your employment will be terminated.

- Do not assign any other code other than the codes listed below. Assignment of any other code to a job activity OR assignment of more than one code to an activity will result in the item not being scored.

Competency Scale
0 – I have no experience doing this activity
1 – I have done this activity under close guidance and direct supervision
2 – I have done this activity with minimal guidance and supervision
3 – I have done this activity and I have also supervised/provided guidance to others doing this activity.

Example of a properly completed activity...

In your career, have you:

<input checked="" type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	Enforced an organization’s rules, policies, or regulations.
<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2	<input checked="" type="radio"/> 3	Patrolled premises on foot to maintain a secure environment.



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Instructions to Applicant: This test is part of the minimum qualifications process. You must pass this test in order to meet the minimum qualifications for appointment to the title. This test is pass-fail. To receive due credit for your responses, you must respond to each question.

Using the rating scale below, rate the amount of experience you have performing each job activity by darkening the circle next to ONE of the ratings on each row. **NOTE: ASSIGNING YOURSELF MORE THAN ONE RATING FOR AN ACTIVITY, OR A RATING OTHER THAN 0-3 FOR AN ACTIVITY WILL RESULT IN THAT ACTIVITY RATING NOT BEING COUNTED.**

In your career, have you:

<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	Enforced an organization’s rules, policies, or regulations.
<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	Checked IDs and/or parking decals in order to assure no unauthorized persons or vehicles were admitted to premises.
<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	Interacted with customers/clients in person or via telephone to address their questions and concerns.
<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	Patrolled premises on foot to maintain a secure environment.
<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	Maintained a log of activities, including all activities that occurred during the work shift.
<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	Monitored security of premises by closed circuit television.
<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	Monitored/Authorized entrance and departure of employees, visitors and other persons to guard against theft and maintenance of premises.
<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	Acted as First Responder in a call for service (e.g. fire alarms, elevator alarms, medical emergencies, etc.)
<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	Used a two-way radio to maintain contact with a central dispatcher and coworkers.
<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	Provided notifications of activities and conditions while conducting inspections of assigned work areas.
<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	Relayed important and/or sensitive information to management or appropriate personnel.
<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	Conducted inventory of equipment in the performance of your assigned duties.
<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	Completed incident reports.
<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	Provided vehicle traffic control.
<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	Placed 911 calls in cases requiring an emergency response.
<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	Directed individuals in emergency response situations.
<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	Accepted, secured and logged a lost item from a member of the public for safekeeping.
<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	Issued directions to the public.
<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	Provided access to secured rooms and locations.
<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	Performed assigned fire safety duties, as examples, assisting in fire drills and clearing emergency exits.
<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	Secured a scene of an incident in order to preserve evidence.
<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	Assisted in the investigation of crimes.
<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	Assisted with crowd control.
<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	Assisted in making arrests.
<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	Provided safety escorts.
<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	Delivered training to staff members.
<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	Operated screening devices such as metal detectors.
<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	Provided testimony in criminal or formal disciplinary proceedings.

NOTE: YOU MUST SIGN THE APPLICANT ATTESTATION ON THE NEXT PAGE FOR YOUR WORK EXPERIENCE TEST TO BE SCORED.



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APPLICANT ATTESTATION

Applicant Attestation: By my signature below, I declare and affirm that I have read and fully understand the following:

- (1) that any misrepresentation or material omission of facts in this application packet I submit in support of my candidacy (including but not limited to the application packet), or in any oral statements I may make during the selection process shall be sufficient cause for immediate rescission of my appointment in the event I am hired, or shall be sufficient cause to end further consideration of my application packet prior to being hired;**
- (2) That my present/past employers may be contacted for verification of data and reference check, unless I specifically request otherwise and provide reasons acceptable to the hiring official;**
- (3) That an offer of employment is contingent on successful completion of the entire employment selection process, including the receipt and review of references, satisfactory to the College;**
- (4) That this verification may, but need not, begin prior to my receiving an offer;**
- (5) That no manager or representative of CUNY has the authority to make an offer of employment or to represent a condition of employment which is in violation of the bylaws, rules, regulations, or collective bargaining agreements governing the University and any such representations contrary to these policies, even when made in writing, are unenforceable;**
- (6) That under Federal law, CUNY is required to verify my employment authorization and my identity within three (3) days of my reporting to work, and that I must produce legitimate supporting documents. I also understand that I will be evaluated only on the information submitted on this Training and Work Experience Data Form.**

Applicant Name (please print legibly): _____

Applicant Signature: _____ **Date:** _____