

COMMONWEALTH OF PENNSYLVANIA
STATE CIVIL SERVICE COMMISSION

**APPLICATION SUPPLEMENT NO. 2011-142-1
FOR
COOK 1 (81150)**

BE SURE TO READ ANNOUNCEMENT NO. 2011-142 THOROUGHLY BEFORE YOU COMPLETE THIS SUPPLEMENT. THE ANNOUNCEMENT INCLUDES INFORMATION ON THE MINIMUM REQUIREMENTS FOR THE JOBS, THE EXAMINATION AND OTHER INFORMATION.

Your completed *Application for Employment/Promotion* will be used to determine if you meet the minimum experience and training requirements. The information you provide in your *Application for Employment/Promotion* and *Application Supplement No.2011-142-1* constitutes the examination and will be used to rate and score your qualifications. You must complete this supplement. The supplement is designed to give you the opportunity to relate your experience and training to the work performed by a Cook 1.

This supplement consists of 4 sections that focus on the important work behaviors performed by a newly-appointed Cook 1 who works for the Commonwealth of Pennsylvania. Read the definitions and follow the instructions in each section. Read each section carefully. The experience you supply on your application should support the items you have marked on this supplement. **Do not submit resumes in lieu of providing the requested information. Resumes will not be scored.**

Following each section, you must list the employer you worked with or the training you have received where you have gained your experience. In order to receive credit for experience, you must have worked in a job for at least **six** months in which the experience claimed was a major function. You will also have the opportunity to list any certifications you may possess in the critical area of safe food-handling. If the information you provide does not support your claim, you may receive a lower-than-deserved score. Please type or print legibly.

Your Social Security Number must be on each page. After you have finished, read the statement at the end of the supplement, then sign and date the form in the spaces provided. Submit this supplement and any attachments with your completed *Application for Employment/Promotion*.

WORK BEHAVIOR 1 – OPERATES FOOD PREPARATION EQUIPMENT

Select the box on the left of the statement that best describes your experience or training in **operating institutional/ commercial kitchen equipment** such as grinders, slicers, mixers, ovens, ranges, broilers, and other equipment in a food preparation operation.

- ☐ **I have performed the activities** in Operating Food Preparation Equipment in a restaurant, medical/aging/rehabilitation facility, school, military, or other food preparation operation.
- ☐ **I have performed some of the activities** in Operating Food Preparation Equipment **in my training**.

OR

I have performed some of the activities in Operating Food Preparation Equipment **under close supervision** while working in a restaurant, medical/aging/rehabilitation facility, school, military, or other food preparation operation.

- ☐ I have **no experience or training** in operating institutional/commercial kitchen equipment in a food preparation operation.

List below the employer(s) indicated on your Application for Employment/Promotion where you gained this experience or the institution(s) where you obtained this training and the course titles and credit hours.

<u>Employer/Training Source</u>	<u>Course Title</u>	<u>Credits/Clock Hours</u>

WORK BEHAVIOR 2 – CLEANS AND SANITIZES

Select the box on the left of the statement that best describes your experience or training in **cleaning and sanitizing** utensils, kitchen equipment, work areas and surfaces, food storage areas, and floors in a food preparation operation.

- ☐ **I have performed the activities** in Cleaning and Sanitizing in a restaurant, medical/aging/rehabilitation facility, school, military, or other food preparation operation.
- ☐ **I have performed some of the activities** in Cleaning and Sanitizing **in my training**.

OR

- I have performed some of the activities** in Cleaning and Sanitizing **under close supervision** while working in a restaurant, medical/aging/rehabilitation facility, school, military, or other food preparation operation.
- ☐ I have **no experience or training** in Cleaning and Sanitizing in a food preparation operation.

List below the employer(s) indicated on your Application for Employment/Promotion where you gained this experience or the institution(s) where you obtained this training and the course titles and credit hours.

<u>Employer/Training Source</u>	<u>Course Title</u>	<u>Credits/Clock Hours</u>

WORK BEHAVIOR 3 – PREPARES QUANTITIES OF FOOD AS REQUIRED

Select the box on the left of the statement that best describes your experience or training in **preparing recipes and food items** in correct amounts and in a timely manner following production schedules determined by the supervisor.

- ☐ **I have performed the activities** in Preparing Quantities of Food as Required in a restaurant, medical/aging/rehabilitation facility, school, military, or other food preparation operation.
- ☐ **I have performed some of the activities** in Preparing Quantities of Food as Required **in my training**.

OR

I have performed some of the activities in Preparing Quantities of Food as Required **under close supervision** while working in a restaurant, medical/aging/rehabilitation facility, school, military, or other food preparation operation.

- ☐ I have **no experience or training** in Preparing Quantities of Food as Required in a food preparation operation.

List below the employer(s) indicated on your Application for Employment/Promotion where you gained this experience or the institution(s) where you obtained this training and the course titles and credit hours.

<u>Employer/Training Source</u>	<u>Course Title</u>	<u>Credits/Clock Hours</u>

WORK BEHAVIOR 4 – PREPARES AND HOLDS FOOD SAFELY

Select the box on the left of the statement that best describes your experience or training in **preparing food using safe food-handling methods** for defrosting, cooking, and holding.

- ☐ **I have performed the activities** in Preparing and Holding Food Safely in a restaurant, medical/aging/rehabilitation facility, school, military, or other food preparation operation.
- ☐ **I have performed some of the activities** in Preparing and Holding Food Safely **in my training**.

OR

I have performed some of the activities in Preparing and Holding Food Safely **under close supervision** while working in a restaurant, medical/aging/rehabilitation facility, school, military, or other food preparation operation.

- ☐ I have **no experience or training** in Preparing and Holding Food Safely in a food preparation operation.

List below the employer(s) indicated on your Application for Employment/Promotion where you gained this experience or the institution(s) where you obtained this training and the course titles and credit hours.

<u>Employer/Training Source</u>	<u>Course Title</u>	<u>Credits/Clock Hours</u>

WORK BEHAVIOR 4 – PREPARES AND HOLDS FOOD SAFELY (CONTINUED)**CERTIFICATIONS**

Do you hold current safe food-handling certifications for any of the following?

<u>Certification</u>	<u>Yes</u>	<u>No</u>
Pennsylvania Food Employee Certification	<input type="checkbox"/>	<input type="checkbox"/>
ServSafe	<input type="checkbox"/>	<input type="checkbox"/>
Hazard Analysis Critical Control Point	<input type="checkbox"/>	<input type="checkbox"/>

Please provide the Issuing Body, Certificate Number, and Expiration Date for any “Yes” responses:

<u>Issuing Body</u>	<u>Certificate No.</u>	<u>Expiration Date</u>

Social Security Number

I understand this Supplement and all additional sheets constitute part of my Civil Service Application for Employment/Promotion. If requested, I will provide documentation and the names, addresses and phone numbers of persons who can verify the validity of the claims I make in this Supplement and the information reported as part of the Application.

Printed Name of Applicant

Date

Signature of Applicant

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Home Phone Number

Street Address

()
Daytime Phone Number

City

State

Zip Code

E-Mail Address