**Alabama Governor’s Office of Volunteer Services**

Alabama State Service Commission

**Grants Compliance Officer Supplemental Questionnaire**

Please respond to the following questions. Complete and thorough responses to the questions are necessary to be considered for the vacancy and move to the next step in the recruitment process. Initial evaluation of your qualifications for this position will be determined by your responses to these questions and the information you provide in your resume and cover letter. The questionnaire is considered part of the application screening process.

Each question has a grayed-out box for you to enter your responses. Some boxes will require typed text, and others require you to select from a dropdown menu. To enter text into the text box, hover over it and click n it to type text or pull up a dropdown menu. When responding, be specific. Do not enter "see resume," combine answers, or use "see above" in your responses.

**Applicant Name:** Enter name here.

|  |
| --- |
| 1. **This position is located in Montgomery, Alabama, and is not eligible for telework.**
 |
|  | Are you willing to relocate to Montgomery if you currently reside outside of the city/surrounding area?  | Select Yes, No, N/A. |
|  | Are you willing and able to work in Montgomery? | Select Yes or No. |
|  | This position requires travel across Alabama and occasional overnight and out of state travel. Are you willing and able to travel? | Select Yes or No. |

|  |  |
| --- | --- |
| 1. **What is your highest level of education?**
 | Select education level. |
|  | If your response to question 2 was “some college”, please list in the text box the number of semester or quarterly credits you successfully completed. |  |
|  | Enter text. |  |
|  | Or, if your response to question 2 was “other”, please explain in the text box.  |  |
|  | Enter text. |  |

|  |  |
| --- | --- |
| 1. **How many years of experiences do you have in progressively responsible and varied office management or staff work in a public or private organization?**
 | Years of experience. |

|  |  |
| --- | --- |
| 1. **How many years of experience do you have in grant management?**
 | Years of experience. |

|  |  |
| --- | --- |
| 1. **How many years of experience do you have in program management?**
 | Years of experience. |

|  |  |
| --- | --- |
| 1. **Do you have experience as a federal grantee or subgrantee and/or**

**have you held a position that granted funds to other organizations?** | Choose an item. |
| Select Yes or No. |
|  | If your response to question 6 was “yes” for either part, please explain in the text box.  |
|  | Enter text. |

|  |  |
| --- | --- |
| 1. **How many years of experience do you have reviewing, analyzing, and evaluating programs?**
 | Years of experience. |

|  |  |
| --- | --- |
| 1. **Do you have experience researching, interpreting, applying, and communicating federal regulations, policies, and procedures?**
 | Choose an item. |
|  | If your response to question 8 was “yes”, please explain. If you answered “no”, type N/A.  |  |
|  | Enter text. |  |

|  |  |
| --- | --- |
| 1. **How many years of experience do you have carrying out budgeting, accounting, or financial management responsibilities?**
 | Years of experience. |

|  |  |
| --- | --- |
| 1. **Have you been employed with a State Service Commission, AmeriCorps, a national service program, or served as an AmeriCorps member or Peace Corps volunteer?**
 | Choose an item. |
|  | If your response to question 10 was “yes”, please enter if you worked at a State Service Commission, AmeriCorps Headquarters or Regional/State Office, with an AmeriCorps program, or if you served as an AmeriCorps member or Peace Corps volunteer.  |  |
|  | Enter text. |  |