



NOTICE OF DISQUALIFICATION AND APPEAL RIGHTS

This form **MUST** be returned with your T & E test materials.

Please print the requested information in the spaces provided below.

TEST TITLE: Custodian III T&E

TEST CODE: ARGZA333

NAME (PLEASE PRINT): _____

SOCIAL SECURITY NUMBER: _____

DISQUALIFICATION INFORMATION: Candidates may be disqualified for the following reasons:

- ✓ Communicating the content of any examination to other candidates or potential candidates
- ✓ Failing to follow the directions provided in the instructions or by the test monitor
- ✓ Failing to return this form and test materials to the test monitor

QUESTIONS ABOUT THE EXAM CONTENT OR CONDUCT:

If you have questions concerning the content or conduct of this examination, you may contact the office that scheduled your examination to attempt to resolve any questions you may have concerning the examination. You must contact the office within 5 days from the date of the exam.

APPEAL RIGHTS: You have the right to appeal if you believe the content or conduct of this examination was arbitrary, capricious or contrary to rule or law. Scores and ranks are not considered as conduct or content of an examination. Your appeal should contain, as a minimum, the following information:

1. Your name, address, and work and home telephone number, and the name, address and phone number of your representative, if any.
2. Name of the agency and address that conducted the examination being appealed.
3. Specific action/issue(s) being appealed.
4. Reason you believe the content and conduct of the examination was arbitrary, capricious, or contrary to rule or law.
5. Specific remedy or relief requested.
6. The date you participated in the examination or the date the you received your due process rights pertaining examination appeals, whichever is later.

Your appeal must be submitted in writing on the official appeal form, signed by you or your representative, and must be received at the following address no later than ten (10) calendar days from the date the examination was administered. If you appeal, please address your appeal as follows:

State Personnel Board
633 17th Street, Suite 1320
Denver, CO 80202-3604
Fax: 303 866-5038

Note: Appeals of alleged discrimination in connection with selection activity must be filed with the State Personnel Board at the above address or with the Civil Rights Division within 10 days of the alleged discriminatory practice.

CERTIFICATION:

I understand that I will be disqualified from the examination process for any of the reasons stated above. I further certify that I have read and understand my appeal rights.

SIGNATURE: _____

DATE: _____

**TRAINING AND EXPERIENCE EVALUATION
CUSTODIAN III
Mesa State College**

SECTION I: General

ARE YOU WILLING AND ABLE :	YES	NO
To perform the duties listed, and report on time for your assigned shift (7:00 a.m. until 4:00 p.m. OR 5:30 p.m. until 3:00 a.m.)		

Listed below are tasks that you will be expected to perform in this assignment. If you are not willing or able to do all of these, you will not be considered for the job.

ARE YOU WILLING AND ABLE :	YES	NO
To follow spoken instructions?		
To learn and follow safety rules?		
To work standing on your feet up to 8 hours a day?		
To occasionally lift 50 pounds throughout the work shift?		
To report on time each day and perform your duties for up to 8 hours?		
To work with people with a background different from your own?		
To report for work free of the influence of alcohol or drugs?		

CERTIFICATION:

I have read the Notice of Disqualification and Appeals Rights carefully. I understand the consequences of providing false information and certify that the information I have given is true.

Signature: _____

Name (please print): _____

Date: _____

Last 4 digits of SSN: _____

This page may be used in the future to demonstrate your acceptance of these position's conditions.

SECTION II: Custodial Training and Experience/Supervisory Experience

Please rate your work-related experience for each of the tasks listed in this evaluation according to the letter guide below. You may credit yourself with both paid and/or volunteer experience.

For each item place an X in the column which best describes your level of training and/or experience. If you leave an item blank, you will be rated as having no experience doing the task.

Letter Guide:

- (A) Have no experience doing this task.
- (B) Have some experience doing this task, but less than six months.
- (C) Have six months, but less than one year of experience with this task
- (D) Have one year but less than three years of experience with this task.
- (E) Have more than three years of experience with this task.

#	TASK	A	B	C	D	E
1	Sweeping floors					
2	Stripping wax/finish from floors					
3	Buffing floors					
4	Washing inside windows and sills					
5	Cleaning mirrors					
6	Cleaning and disinfecting urinals and toilet bowls					
7	Vacuuming rooms/carpets					
8	Dusting furniture					
9	Cleaning light fixtures					
10	Emptying waste-baskets or trash containers					
11	Filling dispensers (soap, towels, tissues, etc.)					
12	Moving and/or arranging furniture (desks, tables, chairs, etc.)					
13	Spreading salt or ice-melt to melt snow					
14	Shoveling snow					
15	Washing outside of windows					
16	Operating a large-area vacuum cleaner					
17	Operating a high speed floor buffer					
18	Using a dolly (two wheeler or hand truck)					
19	Following oral instructions as part of work performance					
20	Following written instructions as part of work performance					
21	Following safety rules and procedures					
22	Safely and correctly mixing cleaning solutions					
23	Maintaining and cleaning tools and equipment					
24	Locking and unlocking entrances and exits to buildings					
25	Checking doors & windows for security purposes					
26	Inspecting buildings for signs of fires, theft or vandalism					
27	Working in secure areas with confidential files					
28	Cleaning college campus buildings					
29	Working on a custodian team of 5 or more people					
30	Supervising a crew of 25 or more people					
31	Conducting & completing performance evaluations on employees					

#	TASK	A	B	C	D	E
32	Maintaining timesheets on a crew of 25 or more people					
33	Interviewing and hiring employees					
34	Preparing and administering performance planning, progress reviews, and final appraisals					
35	Resolving personnel problems					
36	Developing and scheduling training programs for employees					
37	Inspecting & keeping all areas of assignment clean, healthy & safe					
38	Training and monitoring compliance with safety rules and procedures					

SECTION IV: Reference(s):

Please supply one or more work related references who can verify your training/experience as indicated above. These references should correspond with the employers listed on your application. Your Training and Experience Evaluation will not be scored unless at least one reference is listed.

Reference:

Name: _____ Occupation: _____

Employer: _____ Phone #: _____

Reference:

Name: _____ Occupation: _____

Employer: _____ Phone #: _____

Reference:

Name: _____ Occupation: _____

Employer: _____ Phone #: _____

Reference:

Name: _____ Occupation: _____

Employer: _____ Phone #: _____