

NAME: _____

Updated 9/08

SUPPLEMENTAL QUALIFICATIONS STATEMENT

SYSTEM METER AND RELAY CRAFTSMAN

By completing this form and submitting an application, your education, experience, and training will be evaluated for the position. Answer all questions as carefully and accurately as possible.

ABILITY TO DO THE WORK OF A SYSTEM METER AND RELAY CRAFTSMAN WITHOUT MORE THAN NORMAL SUPERVISION.

A. Have you had a formal apprenticeship in the meter and relay trade? ____ Yes ____ No

If yes, Trade: _____ From: _____ To: _____

B. Indicate your work experience by checking the appropriate blanks below.

	Protective Relays	Wathour Meter	RS-232, RS-485, and Ethernet Communications	Substation Control Circuits	Amount of Supervision Received		
					None	Some	Close
Installed							
Calibrated							
Tested							
Repaired							
Assembly							

In Section I, circle one of the letters A through E to show your knowledge, ability, experience, or training.

- A. I know little or nothing about this.
- B. I have had study or training in this.
- C. I have used my knowledge or ability, but I have been closely supervised.
- D. I have used my knowledge or ability on my own, under general supervision.
- E. I am consulted by others in different situations, or I am called upon to do unusually difficult jobs.

SECTION I: SUBSTATION ELECTRICAL EQUIPMENT

1. Ohms Law	A	B	C	D	E	9. Trade math to compute resistances, voltages	A	B	C	D	E
2. Series & Parallel Circuits	A	B	C	D	E	10. Test Light	A	B	C	D	E
3. Magnetism	A	B	C	D	E	11. Megger	A	B	C	D	E
4. Electromagnetism	A	B	C	D	E	12. Ammeter	A	B	C	D	E
5. Induction	A	B	C	D	E	13. Ohmmeter	A	B	C	D	E
6. Alternating Current	A	B	C	D	E	14. Voltmeter	A	B	C	D	E
7. Capacitance	A	B	C	D	E	15. KW Power Meter	A	B	C	D	E
8. Power Factor	A	B	C	D	E						

In accordance with requirements set forth in National Electrical Safety Code, Install, Repair, and Alter Wiring in:

1. Residential Buildings	A	B	C	D	E	3. Industrial Buildings	A	B	C	D	E
2. Commercial Buildings	A	B	C	D	E						

Install, Modify, Repair:

1. Electrical Fixtures	A	B	C	D	E	15. Microprocessor-based Protective Relays	A	B	C	D	E
2. Distribution Panels	A	B	C	D	E	16. Watthour Meters	A	B	C	D	E
3. Low Voltage Breakers	A	B	C	D	E	17. Computers	A	B	C	D	E
4. High Voltage Breakers	A	B	C	D	E	18. Serial Communication Equipment	A	B	C	D	E
5. Control equipment	A	B	C	D	E	19. Modems	A	B	C	D	E
6. Transformers and associated equipment	A	B	C	D	E	20. Telephones	A	B	C	D	E
7. Metering equipment	A	B	C	D	E	21. Ethernet Communication Equipment	A	B	C	D	E
8. Electrical substations	A	B	C	D	E	22. Computer Software	A	B	C	D	E
9. Applying proper grounding techniques	A	B	C	D	E	23. Computer-controlled Test Equipment	A	B	C	D	E
10. A. C. motors	A	B	C	D	E	24. Electronic boards	A	B	C	D	E
11. Generators	A	B	C	D	E						
12. Converters	A	B	C	D	E						
13. D.C. motors	A	B	C	D	E						
14. Mechanical Protective Relays	A	B	C	D	E						

REMARKS:

In Sections III and IV, circle one of the letters A through E to show your knowledge, ability, experience, or training.

- A. I know little or nothing about this.
- B. I have had study or training in this.
- C. I have used my knowledge or ability, but I have been closely supervised.
- D. I have used my knowledge or ability on my own, under general supervision.
- E. I am consulted by others in different situations, or I am called upon to do unusually difficult jobs.

SECTION III: PRINTS AND DRAWINGS											
1. Able to follow simple circuit diagrams as used in installing or replacing simple switches, alarm systems, simple two station communication systems, etc.	A	B	C	D	E						
2. Able to use circuit diagrams in installing or replacing generators, motors, transformers, etc.	A	B	C	D	E						
3. Able to use circuit diagrams for internal and external connections of complicated electrical equipment such as motor controllers, feedback controls, multi-contact series/parallel circuits, etc.	A	B	C	D	E						
4. Able to use wiring diagrams.	A	B	C	D	E						
5. Able to use schematics and block diagrams.	A	B	C	D	E						
6. Able to use assembly drawings showing how parts fit together.	A	B	C	D	E						
7. Able to identify electrical and electronic components and symbols.	A	B	C	D	E						
8. Able to use building plans.	A	B	C	D	E						
9. Able to use, view, find, and print drawings on a computer or network.	A	B	C	D	E						
SECTION IV: TOOLS OF THE TRADE											
1. Wire strippers, Crimpers, pliers, etc.	A	B	C	D	E	6. computer Software (office applications, MS Excel, Word, etc.)	A	B	C	D	E
2. Soldering Irons, Precision Screwdrivers, etc.	A	B	C	D	E	7. Automated Test Set Software	A	B	C	D	E
3. Metalworking tools (drills, files, wrenches, etc.)	A	B	C	D	E	8. Hand-held Multimeters	A	B	C	D	
4. Protective Relay Test Sets	A	B	C	D	E	9. Multiphase Multimeters	A	B	C	D	E
5. Watt-hour Meter Test Sets	A	B	C	D	E	10. Timing devices	A	B	C	D	E

REMARKS: (Please list specific devices you have used a computer to communicate with.)

After completing the application/resume and this form, look them over carefully to make sure that both have been signed and that you have answered every question. Be sure that you have given complete information about your experience. You cannot be given credit for work you do not tell us about.

Statements concerning qualifications will be verified; exaggeration or misstatements may be cause for your disqualification or later removal from service.

CERTIFICATION

I CEERTIFY that all of the statements made in this application are true, complete, and correct to the best of my knowledge and belief and are made in good faith.

Signature of applicant: _____

Date: _____