

**CITY OF LOS ANGELES
PERSONNEL DEPARTMENT**

**LOCKSMITH
SUPPLEMENTAL APPLICATION—2011**

The examination bulletin for Locksmith requires that all candidates complete and submit a City of Los Angeles Employment Application and Supplemental Application.

Candidates must submit both documents by February 24, 2011 for further consideration in the examination process.

This Supplemental Application will not be separately scored, but will be considered by the interview board in evaluating each candidate's qualifications. Candidates may expect the interviewers to discuss this material with them during the interview.

INSTRUCTIONS

The Locksmith Supplemental Application consists of four topics. Read each part carefully before starting to work. Follow the instructions carefully and do not write more than necessary. Be specific and concise while demonstrating your knowledge of the important factors involved in the question. While answering question number 4, please write in narrative form using complete sentences.

If you do not respond to all the questions, you will be disqualified in this examination.

All examination materials are the property of the City of Los Angeles Personnel Department. You may keep a copy of your response if you so desire. You will not be able to obtain a copy from the Personnel Department.

Please provide your name, social security number, and e-mail address in the designated spaces below.

LAST NAME	FIRST NAME	MIDDLE INITIAL
SOCIAL SECURITY NO.	E-MAIL ADDRESS	

If you are experiencing technical problems with the supplemental form, please report it at <http://www.lacity.org/per/exams/supquest.cfm?ClassCD=3393>.

1. The table below lists various tools or devices used in the locksmith trade. Indicate by writing “Yes” or “No” in the center column whether you have used the item listed while performing locksmith work. If you write “Yes”, indicate the main type(s) of tasks for which you used the item.

Item	Experience Using the Item? (Write in “Yes” or “No”)	Type(s) of Task
1. Allen Wrench		
2. Awl		
3. Boring Jig		
4. Caping Block		
5. Chassis Punch		
6. Chisel		
7. Clippers		
8. Code Machine		
9. Combinator		
10. Crescent Wrench		
11. Cylinder Retainer		
12. Depth Key		
13. Drill		
14. Drill Press		
15. Duplicator		
16. File		
17. Follower		
18. Hammer		
19. Hole Saw		
20. Jig		
21. Mallet		

22. Micrometer Calipers		
23. Ring Depressor		
24. Routers		
25. Saber Saw		
26. Spanner Wrench		
27. "T" Ratchets		
28. Tension Wrench		
29. True Arc Pliers		
30. Tweezers		
31. Twisters		
32. Vice Grips		
33. Wheel Pullers		

2. The table below lists various tasks pertaining to locks and related devices. Indicate by writing “Yes” or “No” whether you have had experience in each of these areas. If you write “Yes”, indicate the length of your experience in years and/or months.

Task	Experience In Task (Write “Yes” or “No” below)	Length of Experience	
		Years	Months
1. Reading blueprints to determine proper locking devices to use.			
2. Installing locks on glass doors.			
3. Installing locks on metal doors.			
4. Installing locks on wood door.			
5. Installing locks on vehicles.			
6. Installing locks on office furniture.			
7. Disassembling locks (non-automotive).			
8. Cleaning locks (non-automotive)			
9. Reassembling locks (non-automotive).			
10. Disassembling, cleaning and reassembling automotive locks.			
11. Disassembling, cleaning and reassembling pivots.			
12. Disassembling, cleaning and reassembling door checks.			
13. Repairing electrical actuating locking devices.			
14. Repairing computerized access control and electronic locking systems.			

3. The table below lists various tasks pertaining to master key systems. Indicate by checking "Yes" or "No" whether you have had experience in each of these areas. If you check "Yes", indicate the length of your experience in years and/or months.

Task	Experience In Task (Write "Yes" or "No" below)	Length of Experience	
		Years	Months
1. Setting up locks required for master key systems using pins, wafers, discs and levels.			
2. Developing master key systems using specifications, key codes, key charts and pin charts.			
3. Maintaining master key systems.			
4. Reconfiguring master key systems.			
5. Describing master key systems to individuals using charts, blueprints or other displays.			
6. Formulating codes for multi-level master key systems.			
7. Writing codes for master key systems using manufacturer's specifications.			
8. Generating master key systems using a computer generated matrix formula.			
9. Establishment and/or Maintenance of Schlage key systems.			
10. Establishment and/or Maintenance of Schlage high security key systems.			
11. Establishment and/or Maintenance of Corbin-Russwin key systems.			
12. Establishment and/or Maintenance of Corbin-Russwin IC key systems.			
13. Establishment and/or Maintenance of Yale key systems.			
14. Establishment and/or Maintenance of Falcon key systems.			
15. Establishment and/or Maintenance of Sargent key systems.			

4. In the space below, briefly describe any other experience and/or training you have had in setting up, maintaining and/or reconfiguring master key systems.