

CLARKE COUNTY SCHOOLS

APPLICATION INSERT

Secretarial/ Clerical

NAME _____

 Last First Middle

List position(s) for which you would like to apply _____

Are you currently employed? _____ If yes, why are you considering leaving your present job?

TRAINING AND EXPERIENCE		
TECHNICAL SKILL	YEARS EXPERIENCE	INDICATE SPECIFICS
Typing and keyboarding		WPM?
Accounting/Bookkeeping		__Basic __Intermediate __Advanced
Calculator/ 10 key		__Basic __Intermediate __Advanced
Receptionist		Specific Responsibilities
Filing		
Duplication/Copying		Manufacturer(s)
Other office machinery		Manufacturer(s)
Office Management		Specific Responsibilities
Correspondence Composition		__Basic __Intermediate __Advanced
Other		
COMPUTER EXPERIENCE		
Word Processing		Programs: __Basic __Intermediate __Advanced
Spreadsheets		Programs: __Basic __Intermediate __Advanced
Databases		Programs: __Basic __Intermediate __Advanced
Desktop Publishing		Programs: __Basic __Intermediate __Advanced

EXPERIENCE

Organization Name/ Address	Dates of Service Mo/Yr – Mo/Yr	Position Title	Job Function(s)

Indicate any training you have received to enhance your work with school-aged children. _____

Please list any other training or experience that is relevant to the position for which you are applying. _____

What actions do you plan to take to continue to improve in your job? _____

Describe what steps you take to help you get along with other workers. _____

ON A SEPARATE SHEET OF PAPER, please respond to the following:

Using your knowledge of grammar, spelling, punctuation, and business English, prepare a memorandum in standard business form to all secretarial/clerical staff encouraging them to attend a workshop, "Introduction to the Personal Computer." The workshop will be held from 9:00 a.m. to 10:00 a.m. two weeks from today in the Parenting Center at the Central Office.

ATTACH YOUR PREPARED DOCUMENT TO THIS INSERT

Applicant Signature: _____ Today's Date _____