

**WASHINGTON COUNTY BOARD OF EDUCATION
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/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		Program(s): ___ Basic ___ Intermediate ___ Advanced
Spreadsheets		Program(s): ___ Basic ___ Intermediate ___ Advanced
Databases		Program(s): ___ Basic ___ Intermediate ___ Advanced
Desktop Publishing		Program(s): ___ Basic ___ Intermediate ___ Advanced

EXPERIENCE

Organization Name/ Organization Address	Dates of Service Mo/Yr to 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 _____