

CENTRAL COMMUNITY SCHOOL DISTRICT OF CLINTON COUNTY

P.O. Box 110, DeWitt, Iowa 52742

SECRETARIAL APPLICATION

APPLICATION DATE: _____

LAST NAME: _____

FIRST NAME: _____

MIDDLE: _____

Present address: _____

STREET _____

CITY _____

STATE _____

ZIP CODE _____

Telephone number (include area code): _____

Are there any duties as a secretarial employee that you feel you cannot perform without reasonable accommodation? Yes ☐ No ☐

If yes, explain: _____

If you are not a U.S. Citizen, what is your Alien Registration Form Number _____

or your Visa Classification Number? _____

Present U.S. military status: _____

Date of active U.S. military status: _____

Date when you will be available for a position: _____

Social Security Number: _____

EDUCATION AND PROFESSIONAL TRAINING:

Name & Location

Dates Attended

Dates Graduated

Grade School: _____

High School: _____

College: _____

Other: Trade, Business _____

Secretarial Qualifications and Experience:

Check the skills you have and state your proficiency level where possible:

Typing _____

Filing _____

Telephone _____

(Speed) _____

Adding Machines _____

Computer _____

Calculator _____

Copy Machines _____

Bookkeeping _____

Fax Machine _____

Receptionist _____

How much experience have you had with public contact? Identify various types in need lines.

PREVIOUS EMPLOYMENT: List most recent employment first.

1) EMPLOYER NAME AND ADDRESS: _____

Telephone: _____ Salary: _____ Dates Employed From: _____ To: _____

Position Held: _____ Duties: _____

Reason for Leaving: _____ Supervisor: _____

2) EMPLOYER NAME AND ADDRESS: _____

Telephone: _____ Salary: _____ Dates Employed From: _____ To: _____

Position Held: _____ Duties: _____

Reason for Leaving: _____ Supervisor: _____

Sample Test For Secretarial Position

David Kirk



Sample Test For Secretarial Position:

Decoding **Sample Test For Secretarial Position**: Revealing the Captivating Potential of Verbal Expression

In a period characterized by interconnectedness and an insatiable thirst for knowledge, the captivating potential of verbal expression has emerged as a formidable force. Its capability to evoke sentiments, stimulate introspection, and incite profound transformations is genuinely awe-inspiring. Within the pages of "**Sample Test For Secretarial Position**," a mesmerizing literary creation penned by way of a celebrated wordsmith, readers set about an enlightening odyssey, unraveling the intricate significance of language and its enduring impact on our lives. In this appraisal, we shall explore the book's central themes, evaluate its distinctive writing style, and gauge its pervasive influence on the hearts and minds of its readership.

https://crm.avenza.com/data/Resources/fetch.php/rcd_510_dab_manual.pdf

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