

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

Yi-Tong Ma



Sample Test For Secretarial Position:

Sample Test For Secretarial Position Book Review: Unveiling the Power of Words

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