

# 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		

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 Secretary Test For School Districts

**S Ben Porath**



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