

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 next line.

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: _____

Secretarial Test Exercises

Guillaume Favre

A red circular graphic with a gradient, appearing as a stylized arrow or a partial circle, located to the right of the author's name.

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Report of the Secretary of the Navy United States. Navy Dept, 1910 *Report of the Surgeon-General of the Army to the Secretary of War for the Fiscal Year Ending ...* United States. Surgeon-General's Office, 1913 Provides data statistical and tabular on the operations and activities of the Surgeon General s Office including financial statements reports on health and hygiene in the Army hospitals medical supplies brief agency histories etc *Report of the Surgeon-General, United States Army, to the Secretary of War* United States. Surgeon-General's Office, 1905 **Report of the Secretary of War, which Accompanied the Annual Message of the President of the United States, to Both Houses of the ... Congress ,1909**

Secretary of Defense and Chairman, Joint Chiefs of Staff United States. Congress. House. Committee on Appropriations. Subcommittee on Dept. of Defense, 1984 *Report of the Commissioner of Education Made to the Secretary of the Interior for the Year ... with Accompanying Papers* United States. Bureau of Education, 1893 *Report of Secretary of Defense ... to the Congress on the FY ... Budget, FY ... Authorization Request, and FY ... Defense Programs* United States. Dept. of Defense, 1988 Annual Report for Fiscal Year ... Including the Reports of the Secretary of Defense, Secretary of the Army, Secretary of the Navy, Secretary of the Air Force United States. Department of Defense, 1966 *Annual Report of the Secretary of Defense and the Annual Reports of the Secretary of the Army, Secretary of the Navy, Secretary of the Air Force* United States Department of Defense, 1961 Department of Defense Appropriations, 1966: The Secretary of Defense ... Research, development, test, and evaluation programs. 1965. 1261 p United States. Congress. Senate. Committee on Appropriations, 1965 *Annual Reports of the Secretary of War* United States. War Department, 1913 Department of Defense Appropriations for 1957: Office of the Secretary of Defense, Interservice Activities, Language Changes United States. Congress. House. Committee on Appropriations, 1956 **Annual Report of the Secretary of the Navy** United States. Navy Department, 1883 *The teacher's manual of the tonic sol-fa method* John Curwen, 1902 *Secretarial Training* Edward Joseph McNamara, 1940 Secretary of defense; Chairman, Joint chiefs of staff; Service secretaries and chiefs of staff United States. Congress. House. Committee on Appropriations, 1961 United States Code United States, 2018

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