

# 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 Test For Secretarial Position

**Thomas Griffiths**



**Sample Test For Secretarial Position:**

## The Enigmatic Realm of **Sample Test For Secretarial Position**: Unleashing the Language is Inner Magic

In a fast-paced digital era where connections and knowledge intertwine, the enigmatic realm of language reveals its inherent magic. Its capacity to stir emotions, ignite contemplation, and catalyze profound transformations is nothing short of extraordinary. Within the captivating pages of **Sample Test For Secretarial Position** a literary masterpiece penned with a renowned author, readers set about a transformative journey, unlocking the secrets and untapped potential embedded within each word. In this evaluation, we shall explore the book's core themes, assess its distinct writing style, and delve into its lasting affect the hearts and minds of those who partake in its reading experience.

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