

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

Michigan. State Board of Agriculture



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An Introduction to Work and Organizational Psychology Nik Chmiel, Franco Fraccaroli, Magnus Sverke, 2017-03-08 The latest edition of this classic text provides a comprehensive and internationally relevant introduction to work and organizational psychology exploring the depth and diversity of the field in an accessible way without obscuring the complexities of the subject Third edition of a classic textbook offering a complete introduction to work and organizational psychology for undergraduate and graduate students with no prior knowledge of the field An innovative new six part structure with two colour presentation focuses the core material around issues that are either Job Focused Organization Focused or People Focused Each chapter title is a question designed to engage readers in understanding work and organizational psychology whilst simultaneously inviting discussion of key topics in the field The third edition introduces two new co editors in Franco Fraccaroli from Italy and Magnus Sverke who join Nik Chmiel and will increase relevance and appeal for European students

Personnel Selection Neal Schmitt, David Chan, 1998-08-04 The purpose of the books in the Foundations for Organizational Science series is to describe what is known in a subject area what we need to know to substantially increase our knowledge and practice and ideas about how to go about obtaining this knowledge The books are also targeted to graduate students in the organizational sciences Personnel Selection offers a comprehensive state of the art look at the field of personnel selection This book also emphasizes the role of theory in the personnel selection research an area of organizational science that is often characterized as lacking in theoretical bases Traditional topics such as job analysis performance measurement the measurement of individual difference characteristics the design of validation research and the evaluation of validation data are covered In addition novel ideas concerning levels of analysis issues examinee reactions to tests the impact of changing technology and means of communication and globalization are also discussed Each chapter provides detailed access to current knowledge identifies sources that can provide further detail and ends with a summary of the major research questions that should be addressed to advance understanding of the issues described in that chapter

Developing Organizational Simulations George C. Thornton III, Deborah E. Rupp, Rose A. Mueller-Hanson, Rose Hanson, 2003-10-17 This book provides a concise source of information on effective and practical methods for constructing simulation exercises for the assessment of psychological characteristics relevant to effectiveness in work organizations Simulation exercises present the examinee with descriptions of complex situations that stimulate aspects of real world settings and problems Examinees are required to demonstrate overt behavior in handling the problems presented The process and or products of this behavior are observed by trained assessors who observe behavior classify behaviors into relevant dimensions and evaluate effectiveness Simulations can provide assessments of abilities skills and competencies not readily measured by other testing techniques Developing Organizational Simulations provides practical guidance for defining the attributes to be assessed constructing the stimulus material and designing methods for

administration and scoring Several different situational exercises are presented including business games leaderless group discussions in baskets one on one interaction simulations and case studies presentations Steps to ensure the reliability validity and legal defensibility of assessments from simulations are described In addition the book presents the use of simulation exercises for the purposes of personnel selection training development and certification Professional standards and guidelines relevant to the construction of simulation exercises are also covered *American Education* ,1980

Applied Multivariate Analysis Ira H. Bernstein,2012-12-06 Like most academic authors my views are a joint product of my teaching and my research Needless to say my views reflect the biases that I have acquired One way to articulate the rationale and limitations of my biases is through the preface of a truly great text of a previous era Cooley and Lohnes 1971 p v They draw a distinction between mathematical statisticians whose intel lect gave birth to the field of multivariate analysis such as Hotelling Bartlett and Wilks and those who chose to concentrate much of their attention on methods of analyzing data in the sciences and of interpreting the results of statistical analysis and who are more interested in the sciences than in mathematics among other characteristics I find the distinction between individuals who are temperamentally mathe maticians whom philosophy students might call Platonists and scientists Aristotelians useful as long as it is not pushed to the point where one assumes mathematicians completely disdain data and scientists are never interested in contributing to the mathematical foundations of their discipline I certainly feel more comfortable attempting to contribute in the scientist rather than the mathematician role As a consequence this book is primarily written for individuals concerned with data analysis However as noted in Chapter 1 true expertise demands familiarity with both traditions **JKSSB Panchayat**

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