

## 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 &amp; 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

**Caren Van Slyke**



## **Sample Test For Secretarial Position:**

**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

**Federal Office Assistant Examination** United States Civil Service Commission, 1973  
**Federal Office Assistant Examination** Elizabeth D. Johnson, 1976      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

**Strategic Human Resource Management** Feza Tabassum Azmi, 2019-05-23 Provides students in HRM courses and practising managers with a comprehensive view of essential concepts and techniques in the subject

**JKSSB Panchayat Secretary/Village Level Worker Recruitment Exam Book 2024 - 10 Practice Tests and 15 Sectional Tests (1300 Solved Questions)** EduGorilla Prep Experts, 2022-08-03 Best Selling Book for JKSSB Panchayat Secretary Village Level Worker Exam with objective type questions as per the latest syllabus given by the Jammu and Kashmir Services Selection Board JKSSB Panchayat Secretary Village Level Worker Preparation Kit comes with 25 Tests 10 Practice Tests 15 Sectional Tests with the best quality content Increase your chances of selection by 16X JKSSB Panchayat Secretary Village Level Worker Prep Kit comes with well

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