SUPPLEMENTAL APPLICATION

ACCOUNT CLERK

Please describe your experience in the following areas:

1. Maintenance of financial and statistical records.

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2. Knowledge of computers (ie. types of computers used and software).

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3. Adherence to deadlines and large volumes of work.

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4. Explaining policies or procedures to employees and/or the public.

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Be sure you have answered all the questions on this application form.

ACKNOWLEDGMENT OF DEPARTMENT OF JUSTICE CLEARANCE

I understand that all offers of employment are subject to and contingent upon the completion of a criminal background check by the California Department of Justice. Convictions of certain crimes, including but not limited to sex and narcotics offenses and serious and violent felonies, as specified in the California Education and Penal Codes, will bar employment with the District and any contract or offer shall become null and void.

I verify that I have carefully read and understand the job announcement and application form for this position and that all statements that I have made are true, complete and correct to the best of my knowledge.

_____ _____

Signature of Applicant Date