

SUPPLEMENTAL APPLICATION SCHOOL ADMINISTRATIVE ASSISTANT

APPLICANT INSTRUCTIONS: Respond honestly and truthfully to all questions. Over-evaluating your skill level is considered providing false and/or misleading information. The statements you make on this form are subject to verification. Applicants found to have provided false or misleading information of their skills **will be disqualified** from further employment processing or, if hired, **will be immediately terminated** from employment.

ABILITY TO TYPE: This position requires the ability to type at an acceptable rate of speed.	Yes	No
Are you able to type at a minimum speed of 45 wpm?	<input type="radio"/>	<input type="radio"/>

SOFTWARE: Check your level of proficiency with each software listed below.

Rating Scale			
1 = No ability to use this software proficiently in work-related applications			
2 = Limited ability to use this software proficiently in work-related applications			
3 = Proficient in using this software in work-related applications			
Software:	Rating		
	1	2	3
MS Word	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
MS Excel	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
MS PowerPoint	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Student Information Systems	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

QUALIFICATIONS: According to the job announcement, check the level of your proficiency to perform the minimum qualifications (MQs) listed.

Rating Scale			
1 = No ability, knowledge or experience in this area.			
2 = Limited ability, knowledge or experience in this area.			
3 = Proficient and experienced in this area.			
Qualifications:	Rating		
	1	2	3
Organize and coordinate specialized school office functions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Keep records and manage various types of information	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Assist and answer requests for information from parents, students, the public and other parties	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Perform research to find information requested by parents, students, the public and other parties	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Develop, prepare, and maintain reports and records	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Independently compose documents such as letters, memos, emails, reports, bulletins and newsletters	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Schedule and coordinate various events such as meetings, appointments, travel accommodations, and training	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Take notes and minutes related to meetings and correspondence	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Rating Scale			
1 = No ability, knowledge or experience in this area.			
2 = Limited ability, knowledge or experience in this area.			
3 = Proficient and experienced in this area.			
Qualifications:	Rating		
	1	2	3
Compile and compose meeting agendas and associated documents	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Take notes and minutes at meetings and type / transcribe them	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Order, receive, and distribute office supplies	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Perform bookkeeping and clerical accounting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Monitor school and program budgets and maintain expenditure and other financial records	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Compile, organize, and report on financial and statistical data	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Perform arithmetic calculations including use of fractions, percents, and ratios	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collect, record, and account for money	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Maintain confidential information, such as personal student and/or employee information	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Establish priorities for carrying out multiple tasks in order to meet deadlines	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Rating Scale			
1 = No ability, knowledge or experience in this area.			
2 = Limited ability, knowledge or experience in this area.			
3 = Proficient and experienced in this area.			
Qualifications:	Rating		
	1	2	3
Train and provide work direction to others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

ACKNOWLEDGEMENT: I certify that all my statements in this supplemental application are true and complete, and that if I have made any false statements, I may be disqualified or dismissed.

Signature: _____ **Date:** _____