

SUPPLEMENTAL APPLICATION
Secretary

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 and can lead to a disqualification from the process.

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 40 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 and experience using this software proficiently in work-related applications			
3 = Proficient and experienced in using this software in work-related applications			
Software:	Check rating		
	1	2	3
Word	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Excel	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Google Docs, Google Sheets or other cloud software	<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.

This position requires at least three (3) years of increasingly responsible clerical or secretarial experience.		Yes	No
Do you meet this experience requirement?		<input type="radio"/>	<input type="radio"/>
If yes, please list the name of the employer(s) where you obtained the experience, the dates of employment and your job title (this information must match the work experience section on your Ed-join application).			
<i>Name of employer</i>	<i>Job Title</i>	<i>Dates of Employment</i>	

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:	Check rating		
	1	2	3
Performing office work involving independent judgment and requiring accuracy and speed	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Answering telephones and providing accurate information	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Understanding and applying rules and procedures	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Organizing and maintaining numerical and alphabetical filing systems	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Preparing correspondence using correct English grammar, spelling, punctuation, and vocabulary	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Performing basic mathematical calculations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reviewing files, records, etc., to find information to respond to inquiries	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Creating and maintaining records and reports	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working harmoniously with staff, students, parents, co-workers, and others encountered on the job	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Coordinate and schedule meetings and appointments.	<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:** _____