



SUPPLEMENTAL APPLICATION FOR CLERICAL/SECRETARIAL POSITIONS

Please complete this supplemental application carefully and accurately (use additional paper as necessary). The screening committee will use the completed supplemental application to assist in evaluating your qualifications for this position. To be considered for this position, you must complete and sign the general and supplemental application forms.

1. Select your skill level in the following areas:

KEYBOARDING/TYPING SPEED

<30 wpm

WORD PROCESSING SKILL

Never Used

COMPUTER/TERMINAL SKILL

Never Used

2. Describe your background in the following areas:

If you are substituting education for experience in any area, please list specific course title(s) and provide a description of the course(s).

Form with three sections: a. Maintain records, including budget records; b. Coordination of work flow; c. Report Preparation. Each section includes fields for Employer, Job Title, Total Time, and a description area.

d. Experience with word processing, spreadsheet, and database software:		
Employer:	Job Title:	Total Time in this activity:
Describe the scope or nature of your background in this area, including brands of software utilized (i.e. WordPerfect, Microsoft Word, Microsoft Excel, Lotus 1-2-3, dBase, FoxPro, Access, Oracle, or others.)		
e. Other Experience:		
Please describe other types of responsibilities you have experience performing which relate to the requirements/duties of this position.		

3. Below are a number of statements which describe various job tasks or job conditions. Read each item carefully, then indicate on a scale of 1 to 5 those you most prefer and those you least prefer (1 = Least Prefer, 5 = Most Prefer).

a. Prioritizing your daily work.	1
b. Filing or sorting things very often.	1
c. Keyboarding a lot of forms, reports, cards, drafts and memos.	1
d. Allowing time for the unexpected and meeting short deadlines.	1
e. Systemizing your work.	1
f. Working overtime.	1
g. Performing tasks like assembling and folding papers, stuffing envelopes, delivering things, and copying information.	1
h. Answering telephones or performing receptionist work.	1
i. Searching records, filling out forms, and preparing reports.	1
j. Communicating orally with a large number of people in professional positions on a daily basis.	1
k. Keyboarding and proofing final copy where correct spelling, grammar, punctuation and neatness are extremely important.	1
l. Establishing and maintaining appointment calendars.	1
m. Maintaining files.	1
n. Performing a lot of detail work where accuracy is critical (like proofreading, verifying for accuracy, coding).	1
o. Doing routine work all day.	1
p. Producing a large volume of very unpredictable work.	1
q. Explaining things to others often.	1
r. Completing a heavy work load amidst distractions and frequent interruptions.	1
s. Using a word processor.	1
t. Operating a computer terminal to enter and retrieve data.	1

