

**SUPPLEMENTAL JOB APPLICATION  
CLERICAL/ADMINISTRATIVE**

Name \_\_\_\_\_ Date \_\_\_\_\_

Position for which you are applying \_\_\_\_\_

**TYPING/WORD PROCESSING**

**Check your current level of skill:**

- |   |   |
|---|---|
| <input type="checkbox"/> Less than 30 WPM net | <input type="checkbox"/> 50-60 WPM net        |
| <input type="checkbox"/> 30-40 WPM net        | <input type="checkbox"/> 60-70 WPM net        |
| <input type="checkbox"/> 40-50 WPM net        | <input type="checkbox"/> More than 70 WPM net |

**Check the types of computer/input work you have performed and can demonstrate:**

- |   |   |
|---|---|
| <input type="checkbox"/> Letters from draft           | <input type="checkbox"/> List software: _____ |
| <input type="checkbox"/> Light typing/word processing | _____   |
| <input type="checkbox"/> Heavy typing/word processing | _____   |
| <input type="checkbox"/> Legal documents              | _____   |
| <input type="checkbox"/> PowerPoint Presentations     | _____   |
| <input type="checkbox"/> Statistical reports          | _____   |
| <input type="checkbox"/> Numerical listings           | _____   |
| <input type="checkbox"/> Spreadsheets                 | _____   |
| <input type="checkbox"/> Document imaging             |   |

**OFFICE EQUIPMENT**

**Check types of office equipment you have used and on which you can demonstrate your skills:**

- |  |   |
|--|---|
| <input type="checkbox"/> FAX machine                 | <input type="checkbox"/> Electronic cash register         |
| <input type="checkbox"/> Personal computer           | <input type="checkbox"/> 10-key adding machine/calculator |
| <input type="checkbox"/> Lap-top computer            | _____ by touch _____ by sight                             |
| <input type="checkbox"/> Printer                     | <input type="checkbox"/> Computer-aided dispatch system   |
| <input type="checkbox"/> Scanner                     | <input type="checkbox"/> PBX/multi-line telephone         |
| <input type="checkbox"/> Multi-function copy machine |   |

**Please see reverse side of page**

## **SKILLS**

**Check the types of duties you have performed and can demonstrate:**

- |  |   |
|--|---|
| <input type="checkbox"/> Filing  | <input type="checkbox"/> Composition/drafting of correspondence           |
| <input type="checkbox"/> Transcription   | <input type="checkbox"/> Document editing                                 |
| <input type="checkbox"/> Accounts payable<br>___ coding of payments  | <input type="checkbox"/> Proofreading                                     |
| <input type="checkbox"/> Accounts receivable   | <input type="checkbox"/> Form design/update                               |
| <input type="checkbox"/> Bookkeeping<br>___ journal entry<br>___ recording revenue<br>___ fund accounting<br>___ account reconciliation<br>___ auditing accounts | <input type="checkbox"/> Switchboard                                      |
| <input type="checkbox"/> Budget preparation  | <input type="checkbox"/> Project coordination                             |
| <input type="checkbox"/> Receiving/accounting for cash<br>___ daily cash report processing   | <input type="checkbox"/> Research and analysis of documents and materials |
| <input type="checkbox"/> Expense report processing   | <input type="checkbox"/> Data entry                                       |
| <input type="checkbox"/> Purchase order processing   | <input type="checkbox"/> Compilation of data                              |
| <input type="checkbox"/> Dispatching<br>___ radio   ___ computer-aided dispatch  | <input type="checkbox"/> Statistical reporting and analysis               |
|  | <input type="checkbox"/> Database maintenance                             |
|  | <input type="checkbox"/> Calendar maintenance/scheduling                  |
|  | <input type="checkbox"/> Internet research                                |

## **PUBLIC CONTACT**

**Check the types of extensive public contact you have had:**

- |   |   |
|---|---|
| <input type="checkbox"/> Receptionist<br>___ small office   ___ large office        | <input type="checkbox"/> Customer service<br>___ sales/collection of cash<br>___ collection of overdue accounts<br>___ follow-up in writing |
| <input type="checkbox"/> Answering telephones<br>___ office   ___ PBX               | <input type="checkbox"/> "Action/call center" duties<br>___ providing information by telephone<br>___ providing information in person       |
| <input type="checkbox"/> Screening telephone calls                                  | <input type="checkbox"/> Secretarial/administrative duties  |
| <input type="checkbox"/> Screening visitors   | <input type="checkbox"/> Other: _____   |
| <input type="checkbox"/> Responding to complaints<br>___ in person   ___ in writing |   |
| <input type="checkbox"/> Activity/project coordination                              |   |

## **TRAINING**

**Check the formal training you have had within the past three (3) years in the following:**

- |   |  |
|---|--|
| <input type="checkbox"/> Typing/word processing | <input type="checkbox"/> Software: _____       |
| <input type="checkbox"/> Data entry/input       | _____  |
| <input type="checkbox"/> Secretarial practices  | _____  |
| <input type="checkbox"/> Business practices     | _____  |
| <input type="checkbox"/> Accounting practices   | _____  |
| <input type="checkbox"/> Business math          | <input type="checkbox"/> Other training: _____ |
| <input type="checkbox"/> Statistics             | <input type="checkbox"/> Other training: _____ |
| <input type="checkbox"/> Personal computers     |  |

Revised 05/07