SUPPLEMENTAL JOB SKILLS FORM

SECRETARIAL / CLERICAL

NAME _____ DATE _____
Last First MI

CHECK YOUR CURRENT ABILITY:

TYPING	[ ] Less than 40 wpm	[ ] 40 - 60 wpm	[ ] 60 - 80 wpm	[ ] over 100 wpm
STENOGRAPHY	[ ] Less than 80 wpm	[ ] 80 - 90 wpm	[ ] 90 - 100 wpm	[ ] over 100 wpm

WITHIN THE LAST THREE YEARS, WHAT TYPE OF TYPING HAVE YOU PERFORMED?

[ ] LETTERS FROM DRAFT [ ] LIGHT TYPING [ ] LEGAL DOCUMENTS
[ ] OTHER _____

WITHIN THE LAST THREE YEARS, WHAT PERSONAL COMPUTER PROGRAMS HAVE YOU USED?

[ ] MICROSOFT WORD [ ] POWERPOINT
[ ] EXCEL [ ] ACCESS
[ ] MICROSOFT INTERNET EXPLORER 4.0 [ ] OTHER _____

WITHIN THE LAST THREE YEARS, WHAT TYPE OFFICE EQUIPMENT HAVE YOU OPERATED?

[ ] ELECTRIC TYPEWRITER [ ] DICTAPHONE [ ] TWO-WAY RADIO
[ ] TEN KEY (By Touch) [ ] SWITCHBOARD [ ] CASH REGISTER
[ ] COPY MACHINE [ ] FAX MACHINE [ ] POSTAGE MACHINE
[ ] OTHER _____

WITHIN THE LAST THREE YEARS, WHAT DUTIES HAVE YOU PERFORMED?

[ ] COMPOSED CORRESPONDENCE [ ] FILING [ ] BOOKKEEPING
[ ] ACCOUNTS PAYABLE / RECEIVABLE [ ] DICTATION [ ] DATA ENTRY
[ ] RECEIVE / ACCOUNT FOR MONEY [ ] DISPATCHING
[ ] OTHER _____

WITHIN THE LAST THREE YEARS, WHAT TYPE OF PUBLIC CONTACT HAVE YOU HAD?

[ ] SECRETARIAL [ ] RECEPTIONIST [ ] CUSTOMER SERVICE
[ ] OTHER _____

WITHIN THE LAST THREE YEARS, HAVE YOU HAD ANY FORMAL TRAINING IN THE FOLLOWING?

[ ] BUSINESS MATH / BOOKKEEPING [ ] DATA ENTRY [ ] TYPING
[ ] MACHINE TRANSCRIPTION [ ] STENOGRAPHY [ ] DATA ENTRY
[ ] BUSINESS CORRESPONDENCE
[ ] OTHER _____

PLEASE GIVE DRIVERS LICENSE NUMBER AND ANSWER QUESTIONS BELOW, AS YOU MIGHT BE REQUIRED TO DRIVE A CITY VEHICLE.

[ ] CLASS C # _____ STATE _____ EXPIRES _____

[ ] CLASS B # _____ STATE _____ EXPIRES _____

[ ] CLASS A # _____ STATE _____ EXPIRES _____

HOW MANY YEARS HAVE YOU OPERATED A MOTOR VEHICLE? _____

HAS YOUR DRIVERS LICENSE EVER BEEN SUSPENDED? [ ] YES [ ] NO
IF YES, PLEASE EXPLAIN _____