



**LOMPOC UNIFIED SCHOOL DISTRICT**  
**CLASSIFIED HUMAN RESOURCES**  
 Personnel Commission  
 1301 North A Street, Post Office Box 8000  
 Lompoc, CA 93438-8000  
 (805) 742-3220 Fax (805)742-3278

**SUPPLEMENTAL APPLICATION  
 OFFICE ASSISTANT**

Return Supplemental Application to Classified Human Resources along with your completed application or email to: <a href="mailto:brown.katherine@lusd.org">brown.katherine@lusd.org</a>	Supplemental Application is due by: <b>March 14, 2014 at 4:30 p.m.</b>
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Candidate Name: \_\_\_\_\_ Date: \_\_\_\_\_

**CERTIFICATES AND LICENSES:** Check the certificate(s) and license(s) below that you possess. You will be asked to provide proof of these certificates and licenses within 6 months of employment.

- First Aid** certificate       **CPR** certificate

**SKILLS:** Check the box that most closely matches your speed in *keyboarding*.\*

- Less than 40 wpm     40-49 wpm     50-59 wpm     60-69 wpm     70 wpm or faster

*\*A keyboarding certificate of at least 40 wpm issued within the past three years from an accredited school or recognized institution must be provided by the final filing date listed above.*

**EXCEPTION: Current LUSD employees with a valid qualifying certificate currently on file do not need to resubmit. NO ONLINE CERTIFICATES WILL BE ACCEPTED**

**SOFTWARE:** Using the rating scale below, please circle the number that most accurately indicates your level of expertise in the software applications listed:

**Rating Scale:** 0 = no experience, 1-3 = beginning, 4-7 = intermediate, 8-10 = proficient

**MS Word**

0    1    2    3    4    5    6    7    8    9    10

**MS Excel**

0    1    2    3    4    5    6    7    8    9    10

**ZANGLE**

0    1    2    3    4    5    6    7    8    9    10

**QUALIFICATIONS:** Using the rating scale listed above, please circle the number that most accurately indicates your level of expertise in the areas listed below:

**Responding to requests for information from parents, students, the public and other parties:**

0    1    2    3    4    5    6    7    8    9    10

**Composing documents such as emails, letters, memos, reports, forms, bulletins and newsletters:**

0      1      2      3      4      5      6      7      8      9      10

**Developing and maintaining records and files of various types:**

0      1      2      3      4      5      6      7      8      9      10

**Establishing priorities for carrying out multiple tasks in order to meet deadlines:**

0      1      2      3      4      5      6      7      8      9      10

**Operating a computer and maintaining a database:**

0      1      2      3      4      5      6      7      8      9      10

**Maintaining inventories of supplies and materials:**

0      1      2      3      4      5      6      7      8      9      10

**Compiling and collating data:**

0      1      2      3      4      5      6      7      8      9      10

**Compiling and distributing reports and records:**

0      1      2      3      4      5      6      7      8      9      10

**Establishing cooperative working relationships with co-workers, visitors, students and parents:**

0      1      2      3      4      5      6      7      8      9      10

**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:** \_\_\_\_\_