

“Learning is First”

Granite Falls School District
Clerical
Classified Application Insert

Position Applying For _____ Job Number _____

Last Name First Name Middle Name Telephone ()

Address City State Zip Work/Message Telephone ()

Are you a current employee of Granite Falls School District? (check the appropriate boxes)
 Yes No If yes, permanent substitute

If not selected for this position, are you willing to substitute on an on-call basis? Yes No

TRAINING AND EXPERIENCE

Secretarial Experience

Combined # of Years of Experience:	
Explain experience/skills, include level of responsibility and types of functions, i.e., word processing, data base management, spreadsheets, filing, phones, record keeping, etc.	Circle hardware you have experience on: MAC PC Software programs are you proficient on: Types of Equipment Used:

Bookkeeping/Accounting

Years of Experience:
Explain Experience:

10-Key Adding Machine

Years of Experience:
Explain Experience:

