

*“Learning is First”*

**Granite Falls School District**

**Office Assistant**

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**

|   |  |
|---|--|
| <b><i>Office Experience</i></b>   |  |
| Combined # of Years of Experience:  | WPM (Computer):  |
| Explain experience/skills, include level of responsibility and types of functions, i.e., word processing, data base management, spreadsheets, desktop publishing, filing, phones, record keeping, email, etc. | Circle hardware you have experience on:      MAC      PC<br>Software programs are you proficient on:<br><br><br>Types of Equipment Used: |
| <b><i>Bookkeeping/Accounting</i></b>  |  |
| # Years of Experience:  |  |
| Explain Experience:   |  |
| <b><i>10-Key Adding Machine</i></b>   |  |
| # Years of Experience:  |  |
| Explain Experience:   |  |

