

New Haven Community Schools
 30375 Clark Street, P.O. Box 482000
 New Haven, MI 48048-2000
 (586) 749-5123

SECRETARIAL/CLERICAL APPLICATION

Date: _____

Personal:

Name: _____

Address: _____

City State Zip Code

Telephone Number: (Home): _____ (Work): _____

Do you prefer: Full-time employment Part-time employment Either

PERSONAL DATA;

Social Security Number: XXX-XX-_____ Are you 18 years or older: Yes No

Have you ever been convicted of a crime? Yes No

If yes, Where, and state the disposition of the offense. _____

Have you ever been dismissed or asked to resign from a position? Yes No

If Yes, please explain: _____

EDUCATION AND TRAINING

School and Location	Dates	Diploma/Degree
High School	From: To:	
	From: To:	
Business or Trade School	From: To:	
College or University	From: To:	

Typing Speed: _____ Shorthand Speed: _____

Have you had any training in bookkeeping? _____

List all office machines you are able to operate efficiently. _____

Please outline your computer usage experience and proficiency. Include office software with which you are familiar and use regularly. _____

You may be asked to take an office proficiency test. Do you have any problem doing this? Yes No

REFERENCES AND EXPERIENCE

Name of Employer	Address	Position	Start/End Date	Rate or Salary	Reason for Leaving

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Total years of experience in the secretarial/clerical area, including those employers not listed above. _____

PERSONAL REFERENCES: Please give at least three personal references (not employers) whom we may contact.

Name – Title	Address	Telephone Number

I authorize the investigation of all statements contained in this application. I understand that misrepresentation or omission of facts is cause for dismissal.

Signature of Applicant _____
Date

All applications expire one year from the original date of application. To reactivate after this time, you should write the Superintendent of Schools and request that the application be extended for one year. This may be done one time.

It is the policy of the New Haven School District not to discriminate on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight or marital status in its programs, services, activities, or employment. Inquiries related to nondiscrimination policies should be directed to: Civil Rights Coordinator, Superintendent of Schools, New Haven Community Schools, Administration Building, 30375 Clark Street, PO Box 482000, New Haven, MI 48048. Nondiscrimination inquiries related to disability should be directed to: Section 504 Coordinator, Superintendent of Schools 586-749-5123.