Clerical Application

Full Time_____   Part Time _____   Substitute_____

Indicate below specific experiences you have had:

Correspondence _____	Petty Cash _____
Financial _____	Shorthand _____
File _____	Office Supervisor _____
Payroll _____	Copy Machines _____
Stockroom _____	Inventory _____
Accounts Payable _____	Word Processing _____
Accounts Receivable _____	Spreadsheets _____
Attendance _____	Database _____
Postage/Mailroom _____	Local Area Network _____
Typing Speed _____	Wide Area Network _____

Indicate the office skills and computer programs you have experience using:

_____

_____

Have you other talents and/or experience that would aid you in clerical employment with the district?

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