



SUPPLEMENTAL TO APPLICATION FOR OFFICE POSITIONS

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

POSITION APPLYING FOR: \_\_\_\_\_

Typing/Word Processing

Keyboarding/typing certificate: WPM \_\_\_\_\_ Date of latest test: \_\_\_\_\_

Data Entry: Yes [ ] No [ ] Numbers [ ] Data [ ] Combination [ ]

Check the types of computer/input work you have performed and can demonstrate.

- Letters from draft, Light typing/word processing, Heavy typing/word processing, Composing documents, Editing documents, Proofreading, Form design/update, Database maintenance, Calendar maintenance/scheduling, Internet research, Presentations, Statistical reports, Numerical listings, Spreadsheets, Document imaging

Check the software you have used on a regular basis and can demonstrate.

- Windows, MS Outlook, MS Word, MS Access, MS Excel, MS PowerPoint, Adobe Acrobat, Internet User, Any Registration Programs (Specify), Other (Specify)

Office Equipment

Check the types of office equipment you have used and rate your ability 1-3. 1=some knowledge/exp; 2=good knowledge/exp; 3=highly skilled.

- Personal computer, Lap-top computer, Printer, Scanner, Multi-function copy machine, FAX machine, Multi-line telephone: # of lines, 10-key adding machine/calculator, Other office equipment used

### Office Skills

Check the types of duties you have performed and can demonstrate.

- Filing:     Alphabetical     Numerical     Other (describe) \_\_\_\_\_
- Bookkeeping:     Accounts Receivable     Accounts Payable     Payroll     Deposits
- Other (describe) \_\_\_\_\_
- Dispatching:     radio     computer-aided dispatch
- Cashiering experience - List the type(s) of environment (retail, food industry, etc): \_\_\_\_\_

- Office Receptionist experience:

<u>Type of Office</u>	<u>Size of Office</u>	<u>Dates Employed</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Research/archival skills (describe): \_\_\_\_\_

\_\_\_\_\_

Special projects for other clerical positions: \_\_\_\_\_

\_\_\_\_\_

Other related office skills: \_\_\_\_\_

\_\_\_\_\_

### Public Contact

- Answering telephones
- Screening telephone calls
- Screening visitors
- Call center duties
  - Providing information by telephone
  - Providing information in person
- Responding to complaints  in person  in writing
- Customer Service
  - Sales/collection of cash
  - Collection of overdue accounts
  - Follow-up in writing
  - Activity/project coordination (describe): \_\_\_\_\_

Customer Service skills other than those listed above (describe): \_\_\_\_\_

\_\_\_\_\_

List any other types of public contact: \_\_\_\_\_

\_\_\_\_\_

### Training

List all courses/training completed in office practices, secretarial science, bookkeeping, accounting, or related areas: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_