

**STATE OF HAWAII**  
**DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT**  
**235 SOUTH BERETANIA STREET, 11<sup>TH</sup> FLOOR**  
**HONOLULU, HAWAII 96813-2437**

**SUPPLEMENT TO THE APPLICATION FOR CLERICAL POSITIONS**

**INSTRUCTIONS:** Under each category, please check off the courses which you completed and list any other courses that are pertinent to the position for which you are applying:

**High School**

\_\_\_ English  
 \_\_\_ Arithmetic or Math  
 \_\_\_ Typing  
 \_\_\_ Shorthand  
 \_\_\_ \_\_\_\_\_  
 \_\_\_ \_\_\_\_\_

**Business/Technical School or Community College**

<u>Subject</u>	<u>Credits</u>	<u>Degree or Certificate Received and Major</u>
___ English	_____	
___ Math	_____	_____
___ Typing	_____	
___ Shorthand	_____	
___ Office Procedures	_____	<u>Total Number of Credits Completed</u>
___ Office Machines	_____	
___ _____	_____	_____
___ _____	_____	

**University**

<u>Subject</u>	<u>Credits</u>	<u>Degree Received and Major</u>
___ English	_____	
___ Math	_____	_____
___ Typing	_____	
___ Shorthand	_____	
___ _____	_____	
___ _____	_____	

**Others**

In this section, list any other training not covered above. List the school or program where the training was administered, the contents of the training and the length of the program.

<u>SAMPLE:</u>	<u>SCHOOL or PROGRAM</u>	<u>COURSES COVERED</u>	<u>LENGTH OF TRAINING</u>
	MDTA	English, arithmetic, office practice, typing telephone courtesy	Total of 520 hours from 3/94 to 8/94

(continued on back)

### SUPPLEMENT TO THE APPLICATION FOR CLERICAL POSITIONS

In addition to the regular clerical duties of the Clerk Typist II, some positions may require the incumbent to: 1) lift and carry objects; and 2) possess a valid driver's license. Please indicate your interest for such positions.

\_\_\_\_\_ I wish to be considered for positions that involve lifting, carrying, and transporting objects which may weigh:

\_\_\_\_\_ Up to 40 pounds      \_\_\_\_\_ 40 to 70 pounds

\_\_\_\_\_ I am not interested in positions that involve lifting and carrying heavy objects.

\_\_\_\_\_ I possess a valid driver's license.  
(Please submit a copy of your driver's license with your application.)

\_\_\_\_\_ I do not possess a valid driver's license.

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### SELF-CERTIFICATION STATEMENT

Certain positions filled from the written examination may require applicants to possess the capability to perform a range of typing and/or stenographic tasks. To qualify for these positions, you must be able to: 1) type straight copy at 40 net words per minute; and/or 2) take shorthand at a rate of 80 words per minute and make accurate transcriptions. If you meet the requirements, complete this form and sign and date the self-certification statement below.

My typing speed is \_\_\_\_\_ words per minutes.

I take dictation at the rate of \_\_\_\_\_ words per minute.

I acquired the above skills through:

[ ] attendance at \_\_\_\_\_  
school

[ ] employment with \_\_\_\_\_  
employer

[ ] training \_\_\_\_\_  
program

Self-certification by applicant: I hereby certify that I have thoroughly read the requirements above and presently meet these requirements. I understand that my typing proficiency may be evaluated by the appointing authority.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Please print name \_\_\_\_\_