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

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credits</th>
<th>Degree or Certificate Received and Major</th>
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</thead>
<tbody>
<tr>
<td>___ English</td>
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<tr>
<td>___ Math</td>
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<tr>
<td>___ Typing</td>
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<tr>
<td>___ Shorthand</td>
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<tr>
<td>___ Office Procedures</td>
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<td>___ Office Machines</td>
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University

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</table>

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.

SAMPLE:       SCHOOL or PROGRAM | COURSES COVERED                  | LENGTH OF TRAINING
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.

*******************************************************************************

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 ___________________________________________________________