

STATE OF HAWAII
DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT
235 SOUTH BERETANIA STREET, 11TH 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.

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 _____