

Great Falls Public Schools
Great Falls, Montana

Name _____

Date _____

CLERICAL STAFF SUPPLEMENTARY APPLICATION INSERT

Applicants may be required to verify clerical skill levels if selected for an interview.

Please respond to the following questions:

1. Check your basic clerical qualifications:

____ Word Processing ____ Typing
____ Data Processing ____ Calculator
____ Bookkeeping ____ Filing

Other: _____

2. Check the computer equipment you are qualified to operate:

| <u>Hardware</u> | <u>Software</u> | |
|-----------------|---------------------|--------------------|
| ____ Macintosh | ____ Microsoft Word | ____ PDF |
| ____ PC | ____ Excel | ____ Filemaker Pro |
| ____ e-mail | ____ Powerpoint | ____ Adobe Acrobat |

Other: _____

3. Check the audio-visual equipment you are qualified to operate:

____ VCR/DVD ____ Copy Machine
____ Fax machine ____ LCD Projector (Power Point)
____ Smartboards

Other: _____

4. What emergency child care training have you completed?

____ First Aid ____ CPR

5. Check your qualifications working with telephone systems:

____ Multi-line Systems ____ Paging
____ Intercom Systems ____ Single-line Systems
____ Voice Mail

Other _____

