

MOLINE SCHOOL DISTRICT NO. 40
HUMAN RESOURCES OFFICE

1619 - 11th Avenue
Moline, Illinois 61265

APPLICATION FOR ADMINISTRATIVE ASSISTANT/SUBSTITUTE ADMINISTRATIVE ASSISTANT

I. Personal Data

Date _____

Name _____
Last First Middle

Address _____

City _____ State _____ Zip _____ Telephone _____
(Include area code)

Are you a United States citizen or resident alien authorized for employment in the United States? Yes ___ No ___

II. Educational Background

High School _____ Graduated: Yes ___ No ___
Name City & State

College _____ Graduated: Yes ___ No ___
Name City & State

Number of College Semester hour completed _____

Do you hold an Associates or Bachelor's Degree? _____

Have you completed computer training? _____

Have you completed other types of training? _____

Do you have experience with Microsoft Office Excel? _____

III. Employment Position Desired

First Choice: _____

Second Choice: _____

