

Secretary/Clerk

Data  
Processing  
Operator

# Employment Application

Midwestern Intermediate Unit IV  
 453 Maple Street  
Grove City, PA 16127

**Midwestern Intermediate Unit IV**  
 453 Maple Street  
 Grove City, Pennsylvania 16127-2399  
 Phone: (724) 458-6700  
**Secretary/Clerk, Data Processing Operator**

Last Name \_\_\_\_\_ First \_\_\_\_\_ Initial \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

(Area Code) Phone No. \_\_\_\_\_ Soc. Sec. No. \_\_\_\_\_ Date \_\_\_\_\_

**Educational Preparation** (Include all formal training programs):

**Schools Attended**

**Diploma, Degrees or Credit Earned**

Elementary \_\_\_\_\_

Secondary \_\_\_\_\_

College \_\_\_\_\_

Other \_\_\_\_\_

Enclose original transcripts in a sealed, unopened envelope/copy of diploma/copy of degree

**Experience** (Present or most recent first):

Dates		Name of Employer and Address		Your Title
To				
From				
		(Area Code) Telephone:		
Work Performed:			Reason for Leaving	
Name and Title of Supervisor			Final Yearly Salary	\$

Dates		Name of Employer and Address		Your Title
To				
From				
		(Area Code) Telephone:		
Work Performed:			Reason for Leaving	
Name and Title of Supervisor			Final Yearly Salary	\$

Dates		Name of Employer and Address		Your Title
To				
From				
		(Area Code) Telephone:		
Work Performed:			Reason for Leaving	
Name and Title of Supervisor			Final Yearly Salary	\$

**Please Check Below the Skills in Which You Have Had Training or Experience:**

- |                                                            |                                                               |
|------------------------------------------------------------|---------------------------------------------------------------|
| <input type="checkbox"/> Typing _____ words per minute     | <input type="checkbox"/> Ten key calculator                   |
| <input type="checkbox"/> Shorthand _____ words per minute  | <input type="checkbox"/> Photocopier operation                |
| <input type="checkbox"/> Dictation/transcription equipment | <input type="checkbox"/> High speed copier operation          |
| <input type="checkbox"/> Bookkeeping                       | <input type="checkbox"/> Fax machine                          |
| <input type="checkbox"/> Accounts payable                  | <input type="checkbox"/> Using a well-organized filing system |
| <input type="checkbox"/> Accounts receivable               | <input type="checkbox"/> Computer hardware                    |
| <input type="checkbox"/> Receptionist/switchboard operator | <input type="checkbox"/> Network troubleshooting              |

**Please Check Below the Computer Software in Which You Have Had Training or Experience:**

- |                                           |                                              |                                              |
|-------------------------------------------|----------------------------------------------|----------------------------------------------|
| <input type="checkbox"/> Microsoft Word   | <input type="checkbox"/> Microsoft Publisher | <input type="checkbox"/> Other (please list) |
| <input type="checkbox"/> Microsoft Access | <input type="checkbox"/> PageMaker           | _____                                        |
| <input type="checkbox"/> Microsoft Excel  | <input type="checkbox"/> Internet            | _____                                        |
| <input type="checkbox"/> Power Point      | <input type="checkbox"/> E-mail              | _____                                        |

**Personal Information:**

Do you have the use of dependable transportation should it be required to perform job-related activities?  Yes  No

Have you been convicted of a felony within the past five years?  Yes  No

**References (List at least three):**

Name	Address	Position	Telephone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Personal Data:**

*(Give whatever personal information you wish that might be helpful in the evaluation of your application. Attach additional sheet, if desired.)*

**Personal Interview:**

A personal interview is necessary. Please give the best time for you. Day \_\_\_\_\_ Hour \_\_\_\_\_