

HANFORD ELEMENTARY SCHOOL DISTRICT

**BILINGUAL CLERK TYPIST I/II**

Supplemental Application Questions

**INSTRUCTIONS:** As part of the selection procedure, the following questions measure necessary employment standards for the position and must be complete in order to qualify for the position. Please attach your responses to the application.

**NOTE:** An application will be considered incomplete without the responses to these questions.

**DO NOT LIST EMPLOYERS OR JOBS; LIST/DESCRIBE DUTIES:**

1. Describe your previous experience in clerical work, specifically typing, filing, organizing, setting up appointments and meetings.
2. Describe your experience in working with parents, customers, clients.
3. Please share the types of statistical reports or software you have used to create reports or store information.
4. Your supervisor tells you to that parents need to be aware of new registration procedures for the coming month. What steps would you take to ensure the information provided to parents is accessible, accurate, and communicates the details in both English and Spanish?
5. Describe how you would address a parent who is angry and demanding to speak to the principal who is unavailable?
6. Describe your experience in translating written and verbal communications in Spanish for clients, customers, or parents.
7. Please rate your level of fluency in oral & written Spanish.
  - a. Beginning
  - b. Intermediate
  - c. Expert