

BLOOMINGDALE BOARD OF EDUCATION

Bloomingtondale, NJ 07403

SECRETARIAL APPLICATION

Name _____ Date _____
(Last) (First) (Middle Initial)

Address _____ Phone # _____

_____ Social Security # _____
(City) (State) (Zip)

Position Desired _____ Permanent _____ Substitute _____

EDUCATIONAL PREPARATION

School	Address	Date Attended	Degree or Diploma	Course of Study

Can you take dictation? _____ What system? _____ Words per minute? _____

What is your typing speed? _____ words per minute.

What office machines can you operate? (List) _____

Computer Literate? (List programs) _____

Please list other office skills in which you are competent. _____

EXPERIENCE

Name of Company	Address	Type of Work	Dates	Total Years

REFERENCES

(Give names of those who have knowledge of your work;
provide 2 character references)

Name	Address	Position

When could you be available? _____

Briefly state reason for leaving present (most recent) position:

Signature

“WE ARE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER”