

BENNETT COMMUNITY SCHOOL DISTRICT
300 Cedar St, Bennett, IA 52721

Secretarial Application

Date: _____

NAME: _____

Last

First

Middle

ADDRESS: _____

Street

City

State

Zip

TELEPHONE (include area code): _____

Social Security Number: _____

If you are not a U.S. citizen, what is your Alien Registration Form Number? _____
or your Visa Classification Number? _____

U.S. Military Status: _____ Dates of active duty: _____

Available start date: _____

EDUCATION AND TRAINING

Name & Location

Dates Attended

Degree

Grade School: _____

High School: _____

College: _____

Other: _____

Secretarial Qualification and Experience

Check the skills you have and state your proficiency level where possible:

Typing _____

Adding machine _____

Calculator _____

Filing _____

Shorthand _____

Bookkeeping _____

Receptionist _____

Telephone _____

Computer _____

Copy Machine _____

Fax Machine _____

Dictation Machine _____

Other: _____

WORK HISTORY (most recent employer first)

Employer name: _____

Address: _____

Telephone: _____ Position: _____

Dates employed- From: _____ to _____

Supervisor: _____

Duties: _____

Reason for leaving: _____

Employer name: _____

Address: _____

Telephone: _____ Position: _____

Dates employed- From: _____ to _____

Supervisor: _____

Duties: _____

Reason for leaving: _____

Employer name: _____

Address: _____

Telephone: _____ Position: _____

Dates employed- From: _____ to _____

Supervisor: _____

Duties: _____

Reason for leaving: _____

WORK REFERENCES

	Name	Position	Telephone
1)	_____	_____	_____
2)	_____	_____	_____
3)	_____	_____	_____

Have you ever convicted of child abuse? _____ YES _____ NO

Have you ever been convicted of any federal, state, county, municipal or any other law? (Do not include traffic violations for which the only penalty is a fine of \$35 or less)

_____ YES _____ NO

If yes to either of the above, please explain on a separate sheet of paper.

I hereby authorize representatives of the Bennett Community School District to contact all persons and entities listed on this application and to make all other contacts, inquiries and investigations which they deem necessary in order to verify my education, employment, police and medical history, including but not limited to contacting current/past employers, educational institutions, doctors and hospitals, and law enforcement agencies. I hereby consent to the release of any such information by third persons and I understand that the Bennett Community School District will keep such information in a confidential file available only to appropriate district officials.

I hereby state that all information provided by me in connection with this application for employment is true, correct and complete. I understand that if I am employed, any misstatement or omission of fact or otherwise, on this application or other material submitted in connection therewith, shall be cause for immediate discharge.

I hereby release the officers, agents, employees and directors of each of my past employers from any and all liability arising from disclosure of personnel records and from verbal appraisals of my past performance made to the Bennett Community School District. I understand and agree that this waiver includes any and all manners of actions that I may now have or may have in the future concerning such disclosures, regardless of their nature.

APPLICANT'S SIGNATURE _____

Date: _____

Bennett Community School is an equal employment opportunity and affirmative action employer.

NONDISCRIMINATION STATEMENT

The Bennett Community School does not discriminate on the basis of race, color, age (except students), religion, national origin, creed, sex, sexual orientation, gender identity, or disability in admission or access to, or treatment in, it's hiring and employment practices.