SECRETARIAL – CLERICAL

Post Angeles School District No. 121
216 East Fourth Street
Port Angeles, WA 98362-3023
(360) 457-8575 FAX (360) 457-4649

1. Name _____
(Last) (First) (Middle)

2. Experience and Training:

	Number of Years of Training	Number of Years of Experience
Typing (_____) Net WPM		
Bookkeeping		
Office machines you operate (Please list:)		
Word Processing Programs (Please list:)		

3. Please list any other qualifications or experiences that you feel are pertinent to the position for which you are applying.

_____

_____

_____

_____

_____

_____

_____

_____