

Applicant Name:

Position Applying For:

UPPER RIO GRANDE SCHOOL DISTRICT C-7

Employment Application

Today's Date: _____

Please attach a current Resume and Certificates or Transcripts (if applicable)

Full Name (including middle)

Last Name

First Name

Middle Name

Social Security Number

_____ - _____ - _____

Current Address

Street

City

State

Zip

Phone Numbers

Cell

Home / Work

Email Address

***Have you ever been convicted of any felony or misdemeanor
other than a misdemeanor traffic offense or infraction?***

Yes

No

If yes, explain:

Employment History

Employer Name / Address

Dates Employed

Reason for Leaving

References

Name

Relationship

Phone Number

School Secretary

Education

High School Graduate	YES	NO
GED or Equivalent	YES	NO
College Education	YES	NO

College/University

Degree Earned / Year

Qualifications

- High School Diploma or Equivalent
- Working knowledge of basic office procedures and the operation of common office equipment and machines
- Experience as a general or school secretary
- Ability to answer the phone intelligently and professionally
- Confidentiality is a MUST in this position
- Able to juggle many tasks at once

List ALL qualifications you have in regards to the position of School Secretary.

In your own handwriting, write a short narrative explaining why you are applying for this position.
