



RIVER VIEW LOCAL SCHOOL DISTRICT

Office of the Superintendent
26496 SR 60 North, Warsaw, Ohio 43844
(740) 824-3521
www.river-view.k12.oh.us

Application for Employment Classified Staff

Secretarial

Date _____

Name _____ Home Phone _____

Cell Phone _____

Address _____ City _____ State _____ Zip _____

If employed, you must be able to prove your US citizenship and successfully complete a background check with the Bureau of Criminal Investigation and the Federal Bureau of Investigation. Can you do so? yes no

Educational Background

High School _____

College _____ Degree _____ Semester Hours _____

Vocational Training _____

Technical Training _____

What are your reasons for applying for this position?

Do you have experience working with children? (*please explain*)

Have you worked for another school district in a secretarial position? yes no

School District _____ Dates: from _____ to _____

Please check the skills that apply to you:

- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Possess effective, active listening skills
- Possess organizational skills
- Possess problem solving skills
- Able to generate correspondence independently
- Excellent computer skills
- Able to deposit and account for monies received
- Able to make contacts with the public with tact and diplomacy
- Able to assist in scheduling appointments and conferences
- Able to administer first aid when necessary
- Able to file, collate, copy, and distribute materials
- Able to operate (*check only those that apply to you*):
 - Copy machine
 - Calculator
 - Computer/printer
 - Fax machine
 - Telephone
 - Typewriter
 - Postage machine
 - Laminator machine
 - Folding machine

- Able to use email efficiently
- Able to use common software programs for word processing
- Able to create spread sheets
- Able to create and use data base
- Able to use publication programs to produce newsletters, booklets, programs, forms, brochures, etc.
- Able to create agendas for meetings
- Able to maintain respect for confidential information
- Able to perform receptionist duties by answering phone, recording messages, sorting mail and greeting visitors
- Have experience with payroll and accounting
- Have experience with large mailings, bulk mailing, etc.

What other experiences, skills, qualifications, or activities would help qualify you for this position?

Employment References: (previous employers)

Employer _____ Position held _____
Address _____ Phone _____
Dates worked _____ to _____ Supervisor _____
Reason for Leaving _____

Employer _____ Position held _____
Address _____ Phone _____
Dates worked _____ to _____ Supervisor _____
Reason for Leaving _____

Employer _____ Position held _____
Address _____ Phone _____
Dates worked _____ to _____ Supervisor _____
Reason for Leaving _____

Personal References:

Name _____ Position _____
Address _____ Phone _____

Name _____ Position _____
Address _____ Phone _____

Name _____ Position _____
Address _____ Phone _____

Military Service:

Branch of Military _____ Training & Duties _____

I hereby authorize the River View Local School District to obtain all data needed to support this application. I certify that all information on this application is true and complete to the best of my knowledge and I understand that my withholding or falsifying information on this application is grounds for dismissal.

(Applicant's Signature)

The River View Local School District Board of Education provides equal employment opportunities to all people regardless of race, color, national origin, sex or handicap.

For Office Use Only	Application Record
Application Filed _____	
Interview Date _____	