

WAYNE COUNTY SCHOOL SYSTEM

Application for Secretary

You must be fingerprinted/background checked with this position. The cost for this is \$35.15.
You may submit a resume' with this application.

Name of school applying for: _____

Name: _____

Address: _____

(Mailing & Physical if different)

(City, State & Zip Code)

Phone: Home:_____ Cell: _____

Highest Grade Completed: ____ Last School Attended: _____

College: ____ Yes ____No If yes, list name: _____

How many years of college: _____

Present Position: _____

What other positions have you held in the past? _____

Experience: Microsoft Word/Processing _____ Spreadsheet _____

Database _____ Internet _____ Bookkeeping _____

Describe other skills or qualifications: _____

Have you ever been convicted of a felony? ____Yes ____No

References:

Name Position Phone Relation

Name Position Phone Relation

Name Position Phone Relation

Signature: _____ Date: _____

Wayne County Board of Education
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