

**OTTAWA ELEMENTARY SCHOOL DISTRICT 141**  
**CLEVE THREADGILL, SUPERINTENDENT**  
 320 West Main Street, Ottawa, Illinois 61350

**PRE-EMPLOYMENT APPLICATION FORM-SECRETARIAL**

- Ms.             Mr.  
 Miss         Dr.  
 Mrs.

\_\_\_\_\_

Last Name	First Name	Middle Initial	Maiden Name
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\_\_\_\_\_

Address	City	State	Zip	Phone
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S.S.# \_\_\_\_\_ Date of Birth \_\_\_\_\_

Please list the names and relationship you have to any relative(s) presently employed by District #141

\_\_\_\_\_

I understand that The School Code provides that any person applying for employment in a certificated position who knowingly makes a false statement on an employment application, or fails to provide requested employment history which is material to his or her qualifications, is guilty of a Class A misdemeanor. Further, I certify that the information provided by me is complete and accurate and if found to be false, incomplete or missing, could be considered sufficient cause for my dismissal.

\_\_\_\_\_

Date

\_\_\_\_\_

Applicant's signature

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**SECRETARIAL**

_____ General Office	_____ Business Office	_____ 11 Month Position	
_____ Special Ed. Office	_____ Sup't Secretary	_____ 12 Month Position	_____ Substitute

**SKILLS**

**YES NO**

**YES NO**

Typing \_\_\_\_\_  
 General Accounting \_\_\_\_\_  
 Shorthand \_\_\_\_\_

Bookkeeping \_\_\_\_\_  
 Computer Skills \_\_\_\_\_  
     a. Word Processing \_\_\_\_\_  
     b. Spreadsheet \_\_\_\_\_  
     c. Database \_\_\_\_\_  
     d. Experience w/Mac \_\_\_\_\_

Approximate Typing Speed w/o error \_\_\_\_\_  
 Approximate Shorthand Speed per/min. \_\_\_\_\_

Please submit a **RESUME** or complete the **SUPPLEMENTAL INFORMATION FORM**.

**SUPPLEMENTAL INFORMATION FORM**

(List WORK EXPERIENCE - Most Recent First)

1. From \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ To \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ \_\_\_\_\_  
Month/Year Month/Year Supervisor

Employer/Company  
Name: \_\_\_\_\_

\_\_\_\_\_  
Address City State Zip Phone

\_\_\_\_\_  
Position/Duties

\_\_\_\_\_  
Reason for Leaving

=====

2. From \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ To \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ \_\_\_\_\_  
Month/Year Month/Year Supervisor

Employer/Company  
Name: \_\_\_\_\_

\_\_\_\_\_  
Address City State Zip Phone

\_\_\_\_\_  
Position/Duties

\_\_\_\_\_  
Reason for Leaving

=====

3. From \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ To \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ \_\_\_\_\_  
Month/Year Month/Year Supervisor

Employer/Company  
Name: \_\_\_\_\_

\_\_\_\_\_  
Address City State Zip Phone

\_\_\_\_\_  
Position/Duties

\_\_\_\_\_  
Reason for Leaving

SUPPLEMENTAL INFORMATION FORM CONTINUED:

4. List any other experiences you have had which you feel relate to the position. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you have no work experience, list three personal references by Name, Address and Telephone Number.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature Date

**OFFICE USE ONLY**

NAME: \_\_\_\_\_  
DATE HIRED: \_\_\_\_\_  
SCHOOL/POSITION: \_\_\_\_\_  
FIRST DAY OF WORK: \_\_\_\_\_  
RATE OF PAY: \_\_\_\_\_