

# SECRETARIAL POSITION APPLICATION

Manasquan Board of Education  
Manasquan, New Jersey 08736

*Interview notations (this section for interviewer use only).*

*Salary guide credit (years)*

*Salary quoted*

*Comments*

*Interviewed by*

*Date*

*Date approved by board of education*

*Starting date, employment*

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Return this application to  
**Superintendent**  
Manasquan Public School District  
169 Broad Street  
Manasquan, New Jersey 08736

1. Name (last) (first) (middle or maiden name)
2. Present address Telephone
3. Permanent address Telephone

4. Educational background

Name of school or institution	Major/Minor	Year graduated or last enrolled	Diploma or degree
High Sch.			
Location			
College			
Location			
Other training			

Location			
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5. Secretarial experience

Employer	Location	Immediate supervisor	Dates: From....To...	Years & Mos.	Reason for leaving

6. Are you under contract at present?

7. When would you be available?

8. Present salary \_\_\_\_\_ Lowest salary you would accept?

9. Do you possess computer/technology skills?  
If so, explain:

10. Are you willing to submit a writing sample during your interview?

11. Military service: branch \_\_\_\_\_ highest rank \_\_\_\_\_  
Length of service (years & months) \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
Type of discharge \_\_\_\_\_

12. Are you a United States citizen?

13. Condition of health, past two years \_\_\_\_\_ . In the past 12 months, how many days have you lost from work because of illness?

14. Please give any additional information regarding your background or experience that would be pertinent to this application.

15. References (give references, with **current** addresses; include persons who have first-hand knowledge of your secretarial skills, character, and personality).

Name	Address	Official position or title (if any)

16. ***A personal interview is required before any appointment for any position is made. Interviews are not granted until there is a position vacant for which the candidate qualifies.***

Applicant's signature \_\_\_\_\_

Social Security number

Date

**THE MANASQUAN PUBLIC SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.**