



Date of Application: _____

Financial Secretary – Application for Employment

A Resume may be attached

Name: _____
First Name Middle Initial Last Name

Address: _____
Street Address City State Zip

Daytime Phone: _____ Evening Phone: _____

Email Address: _____

What is the earliest date you will be available to start work? _____

High School Diploma or GED Certificate? Yes No

College, Business or Vo-Tech Schools attended

List names and locations of schools, degrees or certificates received and special skills learned

Type of School	Name of School	Location	Number of Years Completed	Degree or Major	Degree Received

Job Skills

This is a skill inventory to determine relevant education and/or work experience for the skill(s). Please write 'Yes' or 'No' under training and indicate how many years of experience of applicable.

Skill Definition	Training	Years of Experience
<p>GENERAL ACCOUNTING: Recording/verifying/classifying accounts payable and/or accounts receivable transactions; and/or training at high school or post-high school level in bookkeeping, accounting, spreadsheet applications, business math, business law and/or business taxes.</p> <p><u>Please give a detailed description / examples of skills applicable:</u></p>		
<p>CLERICAL SPECIALITIES:</p> <p>Office Management: Coordinating activities of an office, such as word processing, bookkeeping, preparation of payrolls, flow of correspondence, filing, requisition of supplies, and other clerical services.</p> <p><u>Please give a detailed description / examples of skills applicable:</u></p>		
<p>PAYROLL/PERSONNEL RECORD KEEPING:</p> <p>Computing and posting wage data to payroll records; such as income tax withholding, social security payments, and insurance.</p> <p><u>Please give a detailed description / examples of skills applicable:</u></p>		

Skill Definition	Training	Years of Experience
Office and administrative support: General office and administrative support.		
Operating Copiers: Operating and maintaining a copy machine in making copies, may include collating, stacking and stapling functions.		
Mail Handling: Sorting, processing, and delivering mail.		
Filing: Classifying, sorting and filing correspondence (electronic and hard copies), records and other data in alphabetical or numerical order, or according to subject matter or other filing systems.		
Answering Multiple-Line Telephone: Answering and operating a multiple line telephone that features second call answering, automatic dialing, busy override, three way transfer, conferencing and call waiting, etc.		
Receptionist Duties: Greeting the public, referring telephone calls and persons to offices or office personnel.		
Cashiering: Receiving and disbursing money and recording transactions.		
General Recording: Preparing, reviewing, maintaining, routing and coordinating recorded information; checking records and schedules for accuracy.		
Word Processing: Entering Data into Computer: Entering data and record changes into a computer software application.		
Merging Documents: Using software functions, keys or programs in combining files or parts of files into a single document for word processing, spreadsheet or data management application.		
General Secretarial Duties: Carrying out general administrative or office duties which may include operational functions of an organization unit. Maintain Appointment Log: Maintaining an appointment log for staff.		
General Skills: Composing Correspondence: Writing general business letters and reports, using prescribed format and conforming to all rules of punctuation, grammar and style.		
Proofreading and Editing: Proofreading and editing written materials to ensure compliance with punctuation and grammar rules.		
Preparing Specifications: Developing written, detailed requirements for purchase, modification or repair of equipment, vehicles and/or facilities.		
Budget Preparation: Preparing a budget through analyzing past and present financial operations and estimating future revenues and expenditures.		
Mathematics-Basic: Studying or applying the basic mathematics principles of addition, subtraction, multiplication or division		
Project Management: Directing the overall execution of a defined project including development of processes/procedures with respect to time restraints		
Administrative: Executing organizational policy, goals or objectives.		
Please list any job skills you may have that are not listed above.		

WORK HISTORY

List in order all positions you have held starting with most current, including any time you were in business for yourself and any periods of military service. If your duties changed significantly in the course of any employment, indicate changes as separate employment. **Resume may not be substituted for following employment history.**

Last or Present Employment:

Employer Name: _____ Type of Business: _____

Immediate Supervisor: _____ Job Title: _____

Dates of Employment: From: _____ To: _____ Hours worked per Week: _____

Address: _____
Street Address City State Zip

Phone: _____ Reason for leaving: _____

Duties and equipment used while employed:

Other Employment:

Employer Name: _____ Type of Business: _____

Immediate Supervisor: _____ Job Title: _____

Dates of Employment: From: _____ To: _____ Hours worked per Week: _____

Address: _____
Street Address City State Zip

Phone: _____ Reason for leaving: _____

Duties and equipment used while employed:

Other Employment (Cont.):

Employer Name: _____ Type of Business: _____

Immediate Supervisor: _____ Job Title: _____

Dates of Employment: From: _____ To: _____ Hours worked per Week: _____

Address: _____
Street Address City State Zip

Phone: _____ Reason for leaving: _____

Duties and equipment used while employed:

Employer Name: _____ Type of Business: _____

Immediate Supervisor: _____ Job Title: _____

Dates of Employment: From: _____ To: _____ Hours worked per Week: _____

Address: _____
Street Address City State Zip

Phone: _____ Reason for leaving: _____

Duties and equipment used while employed:

References

May we contact your present employer regarding your qualifications? Yes No

Please list three people in addition to the employers named above. Do not include relatives.

Name: _____ Phone: _____

Address: _____
Street Address City State Zip

Name: _____ Phone: _____

Address: _____
Street Address City State Zip

Name: _____ Phone: _____

Address: _____
Street Address City State Zip

To the best of my knowledge, all answers to the foregoing are true and correct. I hereby grant permission to K-State Research and Extension – Butler County to contact each of my former employers listed above concerning my qualifications for employment. Permission is also granted to each of my former employers to give K-State Research and Extension – Butler County information they may have with respect to my work experience with them.

Signature

Date

**Applications are due into the Butler County Extension Office located at
206 N. Griffith St, STE A. El Dorado, KS 67042 by 5:00 PM on Wednesday, May 1st**