

TRUMAN STATE UNIVERSITY UPWARD BOUND PROGRAM

OFFICE ASSISTANT APPLICATION

PERSONAL DATA:

| | | | |
|----------------------------------|-------------|-------|---------------------------------------|
| _____ | _____ | _____ | _____ |
| Last Name | First Name | MI | Social Security Number (____)_____ |
| _____ | _____ | _____ | _____ |
| Address | City, State | Zip | Telephone Number (____)_____ |
| _____ | _____ | _____ | _____ |
| Permanent Address (if different) | City, State | Zip | Telephone Number |

Please indicate your availability—ideal would include some times between 11am-2pm.

| FALL SEMESTER | <u>TIME</u> | SPRING SEMESTER | <u>TIME</u> |
|----------------------|-------------|------------------------|-------------|
| Mon. | _____ | Mon. | _____ |
| Tues. | _____ | Tues. | _____ |
| Wed. | _____ | Wed. | _____ |
| Thurs. | _____ | Thurs. | _____ |
| Fri. | _____ | Fri. | _____ |

Please indicate the ideal number of hours per week you wish to work: _____

| | | |
|--|-----|----|
| Are you eligible for Workstudy? | YES | NO |
| Do you need to complete Scholarship hours? | YES | NO |
| If yes, how many hours per semester: _____ | | |

SPECIFIC SECRETARIAL EXPERIENCES/SKILLS: (Please briefly describe your clerical/secretarial experiences/skills.)

Do you have experience with graphic design, desktop publishing or web design? Please describe: _____

PLEASE CHECK (✓) THE OFFICE EQUIPMENT YOU ARE EXPERIENCED IN USING:

| | | |
|-------|--|--|
| _____ | Typewriters | wpm _____ |
| _____ | Computers | IBM? _____ Other _____ |
| _____ | Software | Word? _____ Access? _____ Excel? _____ |
| _____ | Other software? Please list: _____ | |
| _____ | Other computer equipment? Please list: _____ | |
| _____ | Photocopiers | |

PLEASE COMPLETE THE FOLLOWING:

How familiar are you with the Truman campus, administrative offices and personnel?

←-----10-----9-----8-----7-----6-----5-----4-----3-----2-----1----→

| | |
|---------------------|--------------------|
| Completely Familiar | Totally Unfamiliar |
|---------------------|--------------------|

How familiar are you with Truman campus policies and procedures (i.e., purchasing system, printing services, supplies, vehicle reservations, etc.)?

←-----10-----9-----8-----7-----6-----5-----4-----3-----2-----1-----→

Completely Familiar Totally Unfamiliar

How would you rate the **QUALITY** of your typing production skills?

←-----10-----9-----8-----7-----6-----5-----4-----3-----2-----1-----→

Extremely High Quality Extremely Low Quality

How would you rate your proof reading skills?

←-----10-----9-----8-----7-----6-----5-----4-----3-----2-----1-----→

Extremely High Quality Extremely Low Quality

EMPLOYMENT RECORD: [Most recent first; Please note part-time (PT) or full-time (FT)]

| Employer | Position | Dates | PT/FT | Supervisor—Name/Phone |
|----------|----------|-----------------|-------|-----------------------|
| | | Mo./Yr.-Mo./Yr. | | |
| | | Mo./Yr.-Mo./Yr. | | |
| | | Mo./Yr.-Mo./Yr. | | |
| | | Mo./Yr.-Mo./Yr. | | |

EDUCATIONAL DATA: (If presently pursuing a degree, list degree and date anticipated.)

| Name of School | Major/Degree | Date Received | GPA |
|----------------|--------------|---------------|-----|
| High School: | --- | | --- |
| College: | | | |
| College: | | | |
| College: | | | |

REFERENCES: (Only references from full-time professionals.)

| | Name/Relationship | Address/Telephone |
|----|-------------------|-------------------|
| 1. | | |
| 2. | | |
| 3. | | |

I realize that to assure consideration of my application, I must attach a college transcript(s). Feel free to attach a resume if available.

Signature

Date