



WOODBRIIDGE TOWNSHIP SCHOOL DISTRICT

WOODBRIIDGE, NEW JERSEY 07095

An Equal Opportunity Employer

APPLICATION FOR SECRETARIAL POSITION

Please print or type.

NAME _____ DATE _____

ADDRESS _____ TELEPHONE NO. _____

(Town) _____ (State) _____ (Zip) _____ SOCIAL SECURITY NO. _____

EDUCATION

NAME & LOCATION	EDUCATION	GRADUATED
High School		
College/Other		

WORK EXPERIENCE

NAME OF FIRM	DATES	LOCATION	TYPE OF WORK
1.			
2.			
3.			

SPECIAL DATA

Please check areas of proficiency: DICTATION _____ TYPING _____ BOOKKEEPING _____ SWITCHBOARD _____

DUPLICATING _____ OTHER (Specify) _____

Have you ever been convicted of a misdemeanor or felony? _____

PERSONAL REFERENCES

(Please list only names of people who have definite knowledge of your training and work experience.)

NAME	ADDRESS	RELATIONSHIP
1.		
2.		
3.		

All of the information contained in this application is true and correct to the best of my knowledge.

Signature

(Return to the HUMAN RESOURCES OFFICE, P.O. Box 428, School Street, Woodbridge, New Jersey 07095)

FOR OFFICE USE ONLY

Application Rec'd _____
References Contacted _____
Reference Letters Ret'd _____
Date of Board Meeting _____
10/2018

Interview Date: _____
Time: _____

Salary _____
Assignment _____
Replacing _____
Beginning _____