## OFFICE POSITION

**Date and Initial Upon Completion:**  
Taken by: ____________________

- [ ] Emailed/Mailed/Faxed Résumés  
- [ ] Emailed Applicants  
- [ ] Mailed Blind Copy

**Status Update:**  
________________________________________________________

**Company Name:**  
________________________________________________________

**Address:**  
________________________________________________________

**Telephone:** ____________________  
**FAX Number:** ____________________

**Contact Person:** ____________________  
**E-mail** ____________________

**Referrals:**  
- [ ] VIP  
- [ ] High School  
**Website:** ____________________

**Date of Order:** ____________________

**Occupation:** ____________________  
**City/Town:** ____________________

### Skills

- [ ] Typing ( ______ wpm)  
- [ ] Calculator ( ______ kpm)  
- [ ] Windows (______)  
- [ ] DOS

- [ ] Filing  
- [ ] Telephone (_______ lines)  
- [ ] Spreadsheet (________________)

- [ ] Proofreading  
- [ ] Customer Service  
- [ ] Database (________________)

- [ ] Manual Accounting  
- [ ] Letter Writing  
- [ ] Word Processing (________________)

- [ ] Computerized Accounting  
- [ ] Machine Transcription  
- [ ] Data Entry

- [ ] Desktop Publishing  
- [ ] Presentation Graphics

- [ ] Other Skills Needed: ___________________________________________________________________

**Duties:**  
_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

**Special Requirements:**  
_____________________________________________________________________________________

_____________________________________________________________________________________

**Work Schedule:**  
- [ ] Full Time  
- [ ] Part Time  
- [ ] Permanent  
- [ ] Temporary

**Hours/Days:**  
_____________________________________________________________________________________

**If part time, may it become full time?**  
- [ ] Yes  
- [ ] No

**If temporary, permanent?**  
- [ ] Yes  
- [ ] No

**Base Salary per hour:** $ ____________________

**Benefits:**  
- [ ] Health  
- [ ] Vacation/Holidays  
- [ ] Other: _____________________________________________________________________

**It is the policy of the Adult Education Office to forward résumés that match the job order to the employer for review. The employer will contact individuals they wish to interview for the position.**

How should applicants respond if different from our policy? _________________________________________________________________________

**Person to Contact:** Josi Weacer-Kranz  
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10/07