



518 West Prospect Street, Smithville, OH 44677

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: Code - Required (R) or Preferred (P)

____ 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: Code - Company Paid (C), Participatory (P), or None (N)

____ 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 jweaver@wccsc.org