

Murrieta Valley Unified School District
Supplemental Questionnaire - Clerical / Secretarial / Health Tech

Applicant Name: _____ SS# _____

Please answer these supplemental questions and attach to your applicant profile and application for the position.

1. Please list related professional licenses or certifications that you hold:

2. List office machines that you can operate proficiently:

3. How many years of specific office experience do you have? _____

4. Computer Skills and Proficiency – please complete:

| Computer skills and Proficiency: | Software name | Skill Level | Software name | Skill Level | |
|----------------------------------|---------------|---|---------------|-------------|--|
| Word Processing Programs | | | | | |
| Spread Sheet Programs | | | | | |
| Data Base Programs | | | | | |
| Typing / Keyboarding Speed | WPM | Please attach a recent typing certificate to application. | | | |

ANSWER YES OR NO to the following questions:

Are you able and willing:

5. - to walk, sit, stand, stoop, kneel, and bend for extended periods of time? Yes No
6. - to lift and carry 10 pounds frequently and 30 pounds occasionally? Yes No

ADDITIONAL QUESTIONS FOR HEALTH TECH:

7. - Do you currently possess valid CPR/First Aid certificates? Yes No
7a. If "NO" are you willing to obtain them for employment? Yes No
8. - to administer medication in strict compliance with doctor's orders and district policy? Yes No
9. - to provide first aid and other medical services to students when necessary? Yes No
10. - to safely work with cleaning agents and/or other chemical solutions? Yes No

I certify that all statements made by me on this supplementary employment application are true and correct to the best of my knowledge and belief, and I agree that if employed, any misrepresentation, falsification, or omission of facts thereon shall justify my dismissal.

Signature: _____ Date: _____