

ALPINE UNISERV
Application for UniServ Secretary
39 South 400 West
Orem, UT 84058
224-2055, FAX 224-6137 Email: glenda@alpineuniserv.org
Application Deadline: May 29, 2015

PERSONAL

1. Name _____ Date _____
2. Address _____ Phone: Home _____
Work _____
Cell _____
3. E-mail address _____

RESUME

4. Please include a **resume**.

EDUCATION

5. High School _____ Year Graduated _____
6. University _____ Yrs. Attended _____ Grad. _____
7. Business School _____ Yrs. Attended _____ Grad. _____
8. Other _____ Yrs. Attended _____ Grad. _____

SKILLS

9. Please indicate which skills apply.

- | | |
|---|--|
| <input type="checkbox"/> Typing ___ wpm | <input type="checkbox"/> Word Processing |
| <input type="checkbox"/> Filing | <input type="checkbox"/> Corel Word Perfect |
| <input type="checkbox"/> Bookkeeping | <input type="checkbox"/> Microsoft Office applications |
| <input type="checkbox"/> Phones, Public Relations | <input type="checkbox"/> Other spreadsheet program |
| <input type="checkbox"/> Grammar/Punctuation | <input type="checkbox"/> Access |
| <input type="checkbox"/> Works well with others | <input type="checkbox"/> Excel |
| <input type="checkbox"/> Good organizational skills | <input type="checkbox"/> Power Point |
| <input type="checkbox"/> Computer skills | <input type="checkbox"/> Printshop |
| <input type="checkbox"/> 10 Key | <input type="checkbox"/> Pagemaker |
| <input type="checkbox"/> Data Entry | <input type="checkbox"/> Quick Books |

EXPERIENCE

10. Please list prior secretarial or insurance/benefits experience.

ADDITIONAL QUESTIONS

11. Are you employed at the present time? _____

12. When could you begin work at Alpine UniServ? _____

13. Can you work flexible hours? _____

14. Do you have needs that would require time off during the year? Explain.

15. What are your salary expectations? _____

16. Do you have the ability to travel short distances for meetings, errands, etc.? _____

REFERRALS

17. Please list your most recent employer. Starting Date _____ Ending Date _____

Name _____
Address _____
Phone _____
Supervisor _____ Phone _____

18. List three additional references.

Name _____
Address _____
Phone _____

Name _____
Address _____
Phone _____

Name _____
Address _____
Phone _____