

**VERNON TOWNSHIP PUBLIC SCHOOLS**  
**539 ROUTE 515 - PO BOX 99 – VERNON, NJ 07462**

**APPLICATION FOR SECRETARIAL EMPLOYMENT**

School secretaries work a full 12-month year and are required to be accomplished typists and competent as stenographers (Gregg or Pittman) and to be thoroughly acquainted with the operation of all standard office equipment, including computers, duplicating machines, tabulating machines, etc.

\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date: \_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Last Name First Name MI Phone Number

\_\_\_\_\_  
Mailing Address City State Zip Code

\_\_\_\_\_  
Street Address (if different than above)

\_\_\_\_\_  
How long have you lived at this address? Who referred you to this school system?

Person to be notified in case of emergency:

\_\_\_\_\_  
Name Address Phone Number

\_\_\_\_\_  
Have you ever been convicted of a crime that bears any relationship to public school employment? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes please explain:

\_\_\_\_\_  
Can you perform the essential functions of the job with or without a reasonable accommodation? Yes \_\_\_\_\_ No \_\_\_\_\_ If no please explain:

\_\_\_\_\_  
Highest grade completed: 0 1 2 3 4 5 6 7 8 9 10 11 12 above \_\_\_\_\_

\_\_\_\_\_  
Are you either a U.S. citizen or a permanent resident alien? Yes \_\_\_\_\_ No \_\_\_\_\_

**MILITARY EXPERIENCE:**

\_\_\_\_\_  
Branch of service \_\_\_\_\_ Highest Rank \_\_\_\_\_

**SECRETARIAL SKILLS – Please indicate those which you feel qualified:**

\_\_\_\_\_  
\_\_\_\_\_ Typing \_\_\_\_\_ Shorthand \_\_\_\_\_ Computer  
\_\_\_\_\_ Photocopier \_\_\_\_\_ Risograph \_\_\_\_\_ Adding Machine  
\_\_\_\_\_ Other (Please explain) \_\_\_\_\_

