

Amity School District 4J

**Secretary
Application Addendum**

Please describe specific training or experiences you have working with school-aged children (particularly for the age of the students at the building level for which you are applying):

(Please use reverse side for additional space.)

Describe your strengths relating to the Secretary qualifications listed in the job description:

(Please use reverse side for additional space.)

Please describe your abilities related to the operation of office equipment, computers, and/or audio-visual materials:

Describe how do you go about prioritizing tasks in a very busy environment:

Please provide any additional comments you wish to make concerning your qualifications for this position:

Applicant's Signature

Date