

Name \_\_\_\_\_ Date \_\_\_\_\_

Position \_\_\_\_\_

**This information becomes part of your application. Your skills, experience, and education will be rated based on your answers. Please fill out this form as complete as possible. Under columns three through six, check the category that best shows the depth of your experience. *Do not check more than one column per line.***

**Years of relevant experience:** (2-10)

Years of full-time work \_\_\_\_\_

Years of part-time work \_\_\_\_\_

**Check Degrees:** (1-4) (Attach Transcripts)

HS/GED \_\_\_\_\_

Certificate \_\_\_\_\_ Area \_\_\_\_\_

Associate \_\_\_\_\_ Major \_\_\_\_\_

Bachelor \_\_\_\_\_ Major \_\_\_\_\_

	Model or Version(s) Used	1	Yrs. Of Exp.	2	Training only (1)	3	Performed w/Help (2)	4	Performed Unaided (3)	5	Instructed Others (4)	6
<b>Office Equipment:</b>												
(May be tested) Typewriter wpm _____												
Keyboard wpm _____												
Copy Machine												
Fax Machine												
Multi-line phones or switchboards												
Laser Printers (Color)												
Other: _____												
<b>Computer Hardware:</b>												
IBM Compatible PC												
Apple Macintosh												
Mainframe terminal												
Other: _____												
<b>Operating Systems/Environ.:</b>												
DOS												
Windows												
Apple												
Other: _____												
<b>Word Processing Software:</b>												

# Learning Resources Clerk II & III Skills Survey

	Model or Version(s) Used <span style="float: right;">1</span>	Yrs. Of Exp. <span style="float: right;">2</span>	Training only (1) <span style="float: right;">3</span>	Performed w/Help (2) <span style="float: right;">4</span>	Performed Unaided (3) <span style="float: right;">5</span>	Instructed Others (4) <span style="float: right;">6</span>
WordPerfect						
WordStar						
Microsoft Word						
Other: _____						
<b>Spreadsheet Software:</b>						
Lotus 1-2-3						
Excel						
Other: _____						
<b>Desktop Publishing Software:</b>						
PageMaker						
Internet						
<b>Mainframe Programs:</b>						
Focus						
DB-2						
SPSS-X						
<b>Cataloging:</b>						
Copy Cataloging						
MARC Records						
Library of Congress Subject Headings						
Dewey Decimal Classification						
Library of Congress Classification						
<b>On-line Library Systems:</b>						
Cataloging						
Circulation						
Public Access						
Other: _____						
Other: _____						

I have answered the above information to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Social Security Number: \_\_\_\_\_