

This questionnaire must be completed to the best of your ability in order to be considered for employment.

**Alpine Union School District
1323 Administration Way
Alpine CA 91901**

QUESTIONNAIRE FOR CLERICAL AIDE

Name _____

Date _____

1. Please mark all that apply:

- I have an AA degree or higher
(Please attach transcripts or copy of diploma)
- I have 48 units or more of higher education
(Please attach transcripts)
- I have taken and passed the Paraprofessional Proficiency Exam on _____
(If taken in another school district, please attach exam certificate)
- I type at a rate of 45 wpm. (Please attach typing certificate).

2. Briefly describe your experience with school-age children.

3. Please list all office machines you have experience using:

4. Do you have experience working in a school office? If yes, when and where?

5. Please tell us why you feel you are qualified for this position.
