



\_\_\_ TYPING

\_\_\_ WPM

\_\_\_ DBASE

\_\_\_ DICTAPHONE

\_\_\_ WORD

\_\_\_ WINDOWS

\_\_\_ OTHER

**PREFERRED RESPONSIBILITIES**

SPECIFY: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**OVERALL QUALIFICATIONS**

(Briefly list accomplishments and abilities that qualify you for the posted position)

QUALIFICATIONS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ATTACHMENTS**

CURRENT COPY OF PERFORMANCE APPRAISAL

COPY OF RESUME (OPTIONAL)

**SIGNATURES**

MANAGER:	DATE:
EMPLOYEE:	DATE:
DIVISION HEAD:	DATE:
HUMAN RESOURCES:	DATE:

**FOR HUMAN RESOURCES USE ONLY**

DIVISION REFERRED TO	DATE	DISPOSITION