

Please list **additional skills** you have mastered:

Aide (Educational)

- _____ Pre-School
- _____ Day Care
- _____ Playground Duty
- _____ Office Aide

Bus Driver

- _____ School Bus
- _____ Driver's License
- _____ Years of Bus Driving
- _____ Experience
- _____ Type of vehicles
that you can operate:

Custodial

- _____ Operate Cleaning Equipment
- _____ Carpentry
- _____ Electrical
- _____ Plumbing
- _____ Boiler

Food Service

- _____ People Skills
- _____ Commercial Equipment Operation
- _____ Cashier Skills

Secretarial

- _____ Word processing skills
- _____ Typing skills
- _____ Shorthand ability
- _____ Copy/Fax Machines
- _____ Tact/Poise
- _____ Good Communication Skills
- _____ Computer Software you know:

Please list **Community and School Organizations** in which you actively participate:

Military Experience: _____ Applies _____ Does Not Apply

If any, please describe: _____

Essay Question: The Ada Superintendent and Board of Education are interested in what traits or qualities distinguish you from the average, run-of-the-mill potential employee. In other words, "What gains will be made for the staff, students, and community? Please hand write and limit to allowed space on this page.

Signature

