

Job Referral Service

General Office Clerks (1411)

This form is to be used for the following positions:

Keeyask

- Clerk I
- Clerk II
- Clerk Typist

Name: _____ SIN: _____ Reference Number: _____
(First name Last name)

** must select at least one response*

Job Development (select all that apply)

Willing to be trained (select all that apply)

- Clerk I
- Clerk II
- Clerk Typist

Hydro Northern Training and Employment Initiative (HNTEI)/Hydro Pre-Project Training (HPPT) (select all that apply)

- HNTEI/HPPT – Trainee
- HNTEI/HPPT – Completed

* Education (select only one option)

- Less than high school
- Some high school
- Completion of high school
- Some college/CEGEP/vocational or technical training
- Completion of college/CEGEP/vocational or technical training
- Some university
- Completion of university

* Experience (select only one option)

- No experience
- Less than one year
- 1 - 2 years
- 2 - 5 years
- 5 - 10 years
- 10+ years

Languages (select all that apply)

- Speak English
- Read English
- Write English

Business Equipment and Computer Applications (select all that apply)

- Mac OS
- Windows

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General Office Clerks (1411)

- Dictaphone
- General office equipment
- Electronic mail
- Electronic scheduler
- Word processing software
- Spreadsheet software
- Accounting software
- Database software
- Data analysis software
- Presentation software
- Internet browser

Keyboarding (Words Per Minute) (select only one option)

- None
- 41 - 60 wpm
- 61 - 80 wpm
- 81 - 100 wpm
- 101 - 120 wpm
- 121+ wpm

Specific Skills (select all that apply)

- Type and proofread correspondence, forms and other documents
- Receive and forward telephone or electronic enquiries
- Process incoming and outgoing mail manually or electronically
- Perform basic bookkeeping tasks
- Prepare invoices and bank deposits
- Send and receive messages
- Provide general information to clients and the public
- Requisition supplies
- Photocopy and collate documents for distribution, mailing and filing
- Handle and record cash transactions
- File documents and perform other miscellaneous office duties
- Accommodations (camp) registration