

HANFORD ELEMENTARY SCHOOL DISTRICT

**BILINGUAL CLERK TYPIST I/II**

Supplemental Application Questions

**INSTRUCTIONS:** As part of the selection procedure, the following questions measure necessary employment standards for the position and must be complete in order to qualify for the position. Please attach your responses to the application.

**NOTE:** An application will be considered incomplete without the responses to these questions.

**DO NOT LIST EMPLOYERS OR JOBS; LIST/DESCRIBE DUTIES:**

1. Describe your previous experience in clerical work, specifically computer work, filing, organizing, setting up appointments and meetings.
2. Describe your experience in working with parents, customers, clients.
3. Describe the types of statistical reports and records you have been preparing. Explain your involvement in their preparation.
4. At the beginning of September, your supervisor tells you that all parents need to be aware of new student transfer procedures by the end of September. Describe what steps you would take to accomplish the above.
5. What are the most important factors in explaining a school rule or policy to a parent; in particular, when the parent does not like the rule/policy?
6. Describe your experience in working with Spanish-speaking parents, customers & clients.
7. Please rate your level of fluency in oral & written Spanish.  
*Circle one:*

a. Beginning      b. Intermediate      c. Expert