

**CITY OF WEST PALM BEACH, FLORIDA
Clerical Pool Supplement 2005**

1. Check all the "Pools" you want to be considered for:

_____ Clerical Assistant _____ Clerical Specialist _____ Secretary

2. Are you a State of Florida notary public? Yes No

3. List any software programs you can operate:

4. List any office equipment you can operate:

5. Speak the following language(s) fluently:

6. Write in the following language(s) fluently:

7. List any specific training or skills you have acquired:
(ie, bookkeeping, accounting, payroll, permitting, customer service)

I understand that these statements are part of my application process for this position. I certify that my answers are true to the best of my knowledge and understanding that a false statement is cause for disqualification or dismissal.

Signature: _____ Date: _____