

# Job Referral Service

## General Office Clerks (1411)

**This form is to be used for the following positions:**

**Wuskwatim**

- 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 train (select all that apply)

- Clerk I
- Clerk II
- Clerk Typist

Hydro Pre-Project Training (HPPT) (select all that apply)

- HPPT - Trainee
- 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
- Dictaphone

# Job Referral Service

## General Office Clerks (1411)

- 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)**

- 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