

# LIMITED TERM CLERICAL CANDIDATES

Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Please indicate all areas of interest. You will be referred to departments based on the information you provide on this sheet.

## JOB DUTIES/SKILLS

- Bookkeeping
- Filing
- Receptionist
- Data Entry
- Computer Skills  
(Word Processing, Spreadsheet)

## HOURS

- Part-time
- Full-time
- Daytime hours only
- Evening hours
- Weekend hours

## LOCATION

- Airport
- Alliant Energy Center
- Badger Prairie (Verona)
- City-County Building
- Cross Plains
- Fen Oak (off Vondron Road)
- Henry Vilas Zoo
- Job Center (Aberg Avenue)
- Northport Offices
- Parks (Robertson Road)
- Public Safety Building
- South Madison
- Stoughton
- Sun Prairie

**ONLY AVAILABLE FOR SUMMER HOURS**

Please print a copy of the above form, complete and return with your completed Dane County Employment Application.