

# Essential Skills Test

Clerical / Administrative Positions

PLEASE PRINT

Applicant Name \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
LAST FIRST MIDDLE

Address \_\_\_\_\_  
STREET CITY STATE ZIP

Social Security # \_\_\_\_\_ Phone \_\_\_\_\_

Position applied for \_\_\_\_\_

## Math Skills

Without the use of a calculator or computer, please write the correct answer.

1.  $\begin{array}{r} 217 \\ + 48 \\ \hline \end{array}$       2.  $\begin{array}{r} 20.00 \\ - 3.75 \\ \hline \end{array}$       3.  $\begin{array}{r} 53 \\ \times 3 \\ \hline \end{array}$       4.  $\begin{array}{r} 49 \\ \div 7 \\ \hline \end{array}$       5.  $\begin{array}{r} 26 \\ - 19 \\ \hline \end{array}$
6.  $3 \times 21 =$       7.  $81 \div 9 =$       8.  $2.95 + .50 =$       9.  $34 - 11 =$       10.  $1.50 \times 3 =$

## Grammar/Spelling Skills

Check one answer for each question.

1. Which word would best fit in this sentence:  
"The cash register is over \_\_\_\_\_?"  
 they're  
 there  
 their
2. Which word is spelled correctly?  
 preformance  
 performance  
 performance
3. Which word is spelled correctly?  
 piece  
 peice  
 peese
4. Which word is spelled correctly?  
 forty  
 fourty  
 forety
5. Which word would best fit in this sentence?  
"Can I be of \_\_\_\_\_?"  
 assistance  
 assistance  
 assistants
6. Which word would best fit in this sentence?  
"I \_\_\_\_\_ your apology?"  
 regret  
 accept  
 except
7. Which word is closest in meaning to "comprehend"?  
 adhere  
 affix  
 understand  
 compose
8. Which word is closest in meaning to "compliance"?  
 adherence  
 flexible  
 confidence  
 acceptance

Continued on back

# Grammar/Spelling Skills *cont.*

**Check one answer for each question.**

9. Which sentence is correct?

- Can I take Febuary 5th as a vacation day?
- I'd like to take my break know.
- My birthday is on Tuesday, September 12th.

10. Which sentence is correct?

- I worked fourteen hours last week, ten this week, and am scheduled to work nine next week.
- I worked forteen hours last week; ten this week; and am scheduled to work nine next week.
- I worked fourteen hours last week, ten this weak and am scheduled to work nine next week.

## Writing Skills

**On the lines below, please write at least one paragraph explaining your qualifications for the position you are applying for, and what interests you most about this position.**

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

**I have completed the above skills test without using any outside aids, such as a dictionary, a calculator, or a computer.**

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

### **For Office Use Only**

Number of correct answers in Math Skills section \_\_\_\_\_

Number of correct answers in Grammar Skills section \_\_\_\_\_

Total number of correct answers \_\_\_\_\_ ÷ 20 questions = \_\_\_\_\_ % correct

Evaluation of Writing Skills section:

- Outstanding
- Good
- Improvement Needed
- Unsatisfactory

**Please check one:**

- I recommend we  Hire
- Further evaluation needed before hire would be considered

Evaluator Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Comments: \_\_\_\_\_

---

---

---