

Job Function & Employer's Statement

new CAP candidates only

To be submitted with application to verify all experience required.
Please Type Or Print Legibly.

<p>Employer Information:</p> <hr/> <p>Name of Employer</p> <hr/> <p>Street Address</p> <hr/> <p>City State Zip</p> <hr/> <p>Telephone Number</p>	<p>Applicant Information:</p> <hr/> <p>Name of Applicant</p> <hr/> <p>Street Address</p> <hr/> <p>City State Zip</p> <hr/> <p>Name While Employed</p>
<p>Your cooperation is needed so that I may submit my application to take the Certified Administrative Professional examination.</p> <p>The Institute for Certification requests verification of my experience and the duties I perform(ed). My comments are made where applicable, and to the best of my ability I have supplied pertinent information regarding my position. If I have made an error, it is not intentional. The facts indicated by you and/or your company records should be accepted as official.</p> <p>I appreciate you completing the employer's portion of this form and returning it to me promptly.</p>	
<p>_____</p> <p>Signature of Applicant</p>	

Employers, please initial confirmation of dates provided in Section A, complete Sections B-D, sign and date this form.

Employer's Statement

SECTION A

Name of firm where employed: _____		Applicant's Statement	Employer's Verification
		From (month, day, year) To	(initial)
Employed in an administrative position by your firm:		_____ - _____ (start date) (end date)	_____
Employed as your secretary/admin	Full-Time:	_____ - _____	_____
	Part-Time:	_____ - _____	_____
If part-time, how many hours per week?	_____ - _____ (hours per week)		_____

To Be Completed By Employer

Applicant's Name: _____

SECTION B

All of these duties do not apply to all administrative positions. Those listed are merely examples of the types of duties performed under the Job Functions listed. Please check below each job function performed by applicant.

JOB FUNCTIONS	Frequently	Occasionally	Never
Interpersonal Communications (phone calls, direct visitors, update management, etc.)			
Written Communication (compose correspondence, edit documents, respond to e-mail, etc.)			
Information Distribution (communicate office policies and procedures, etc.)			
Document Production (create documents using word processing, spreadsheet, presentation software, etc.)			
Scheduling and Planning (maintain calendar, schedule appointments/meetings, etc.)			
Records Management (set up/maintain/update file systems, etc.)			
Financial Records Management (budgeting, invoices, financial software, etc.)			
Meeting Management (arrange meetings, facility contracting, travel arrangements, etc.)			
Managing Physical Resources (inventory/order supplies, etc.)			
Conducting Research (gather information for reports/managers, etc.)			
Supervising and Managing Human Resources (prioritize staff work, train others, personnel, etc.)			
Leadership (serve as team leader, develop liaisons [internal and external], conduct meetings, etc.)			
Computer Hardware, Systems and Configuration (execute basic commands on an operating system, back-ups, networking, etc.)			

SECTION C

If there are (were) other major duties performed, please list below. Also, include any additional comments you may wish to make concerning applicant's performance.

SECTION D

If you are (were) not the applicant's immediate supervisor, please state circumstances and relationship.

Date _____

Signed _____

Name (Print Legibly) _____

Title _____

Name of Firm _____

Business Phone Number (_____) _____

E-mail _____