

SCHOOL	Name and Address of School	Years Completed	Diploma/Degree?	Course of Study
High School				
Undergraduate College				
Graduate/Professional				
Other (Specify)				

WORK HISTORY - Please list your work history starting with your most recent job.

Employer:	
Address of Employer:	
Telephone/ Manager:	
Dates of Employment:	
Job Title/Job Duties:	
Starting Salary:	
Reason For Leaving:	

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Please Circle Yes Or No		
Do You have a valid Driver's License?	Yes	No
Do you have a personal vehicle for use while working?	Yes	No
Are you able to lift 50 pounds?	Yes	No

Do You Have Experience With The Following Tasks?		
Answer phones and give information to callers, take messages, or transfer calls to appropriate individuals	Yes	No
Manage paper or electronic filing systems	Yes	No
Operate office equipment, such as fax machines, copiers, or phone system	Yes	No
Arrange for repair when equipment malfunctions	Yes	No
Maintain scheduling and event calendars	Yes	No
Knowledge of administrative and clerical procedures	Yes	No
Excellent verbal and written communication skills	Yes	No
Typing proficiency with solid computer skills (i.e., Microsoft Word, Excel, PowerPoint, and Outlook)	Yes	No
Detailed oriented with the ability to prioritize and handle multiple projects, utilizing available resources	Yes	No
Ability to shift focus/react appropriately as time-sensitive issues arise	Yes	No
Must be a team player	Yes	No

Are you willing to learn all the above tasks?	Yes	No
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AVAILABILITY - Fill out the chart below listing your hours of availability	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

REFERENCES- Family members or friends				
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Full Name	Occupation	Phone Number

By signing below you are agreeing to the following statement:

I verify that answers given herein are true and complete. I authorize investigation of all statements contained in this application as may be necessary in arriving at an employment decision. This application for employment shall be considered active for a period of time not to exceed 90 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time. I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, meaning that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization. In the event of employment, I understand that false or misleading information given in my application or Interview(s) will result in termination. I understand, also, that I am required to abide by all rules and regulations of the Employer.

Signature of Applicant

Printed Name of Applicant

Date