



Employment Application

Applicant Information

Full Name: Last First M.I. Date:

Address: Street Address Apartment/Unit #

City State ZIP Code

Phone: Email

Date Available: Social Security No.: Desired Salary:\$

Position Applied for:

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when?

Have you ever been convicted of a felony? YES NO

If yes, explain:

Education

High School: Address:

From: To: Did you graduate? YES NO Diploma:

College: Address:

From: To: Did you graduate? YES NO Degree:

Other: Address:

From: To: Did you graduate? YES NO Degree:

References

Please list two professional references.

Full Name: Relationship:

Company: Phone:

Full Name: Relationship:

Company: Phone:

Previous Employment

Company: _____ Phone: _____
Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____



Position: Office Bookkeeper

Objective: to organize and supervise the functions of Buckham West's business office and assist with occasional special events.

Business Office Duties:

- Order supplies for agency use
- Prepare weekly deposit and enter details and transactions into the software program
- Compile participation numbers for completed programs for use in reports
- Maintain membership database
- Assist in preparation of materials for monthly board meetings as needed
- Receive requests for information and refer inquiries to appropriate agencies or persons
- File paperwork
- Work with other staff to set up/tear down rooms for programs and activities.
- Maintain confidentiality
- Manage accounts receivable for programs, rentals, sales, membership etc.
- Assist with coffee shop functions, answer phones
- Assist with Senior Center and other duties as assigned
- Assist with occasional programs and special events (including Annual Meeting, Night to Unite event and other periodic programs)

Preferred Skills and Qualifications:

- Solid knowledge of computer operation and software programs (including Microsoft Suite & Excel)
- Experience in office setting or similar field
- Above average customer service skill
- Ability to accurately prepare reports and correspondence
- Excellent math ability

Accountable to: Buckham West Executive Director

Hours: 25 – 30 hours per week, Monday - Friday (daily schedule negotiable)

Benefits: Retirement contribution (if qualified), PTO

Salary: TBD