



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: Program Coordinator

Objective: to plan, organize and implement all functions of Buckham West's Programs and to provide general staff support

Duties:

Buckham West Programs

- Design, plan and implement programs and services for target audience including community seniors, Buckham West members and non-members
- Programs follow a framework set by the Buckham West mission statement "to promote the physical, emotional, intellectual, economic and social well-being of older adults and to promote their participation in all aspects of community life in Faribault and the surrounding area"
- Organize Programming and Volunteers for the Semcac Dining Program
- Maintain Schedule with nurses for Foot Clinic

Family Caregiver Support and Senior Resources Program

- Receive and respond to requests for information; Provide referral assistance
- Network with senior service agencies
- Maintain current information on senior and caregiver resources

General

- Work closely with other staff members
- Maintain confidentiality as it pertains to Buckham West operations and clients
- Maintain and prepare monthly, quarterly, and annual reports when needed
- Contribute to the Buckham West newsletter, Buckham West website, and Buckham Center Bulletin when needed
- Be available to speak publicly on senior issues and Buckham West programs and services
- Promote Buckham West through a variety of community media sources
- Provide opportunities for program participants, service patrons, community stakeholders to give feedback and suggestions
- Work closely with outside agencies and service providers
- Work with volunteers and others as need arises
- Assist with program registrations and receipt of money in the absence of Business Office Secretary
- Assist with Buckham West events or other duties as assigned

Preferred Skills and Qualifications:

- Degree in Human Services or related field or equivalent experience
- Ability to prepare reports and correspondence
- Strong oral, written and public speaking skills
- Ability to work with a diverse population
- Demonstrated commitment to good customer service
- Knowledge of computer operations and software programs (including Microsoft Suite)
- Strong organizational and problem-solving skills
- Ability to work independently
- Ability to multi-task
- Basic knowledge of facility operations and maintenance

Accountable to: Buckham West Executive Director

Hours: 36 - 40 hours per week, Monday - Friday

Benefits: Retirement contribution, 10 paid holidays, PTO

Salary: TBD