



APPLICATION FOR EMPLOYMENT FOUNDATION 191 ADMINISTRATIVE ASSISTANT

For application to be considered, you must: 1.) Supply all requested information; 2.) Not falsify the application in any way; 3.) Provide a resume that includes relevant employment and volunteer work and/or leadership roles.

The information you provide will determine your qualifications for employment or eligibility for evaluation.
Thank you for your interest in our organization.

PERSONAL & PROFESSIONAL INFORMATION

DATE OF APPLICATION _____

Name: _____
Last First Middle

Address: _____
Street (Apt) City/State Zip

Contact Information: () ()
Home Telephone Mobile Telephone

Email Address: _____

How did you learn about our organization? _____

Are you currently employed? _____ Available Start Date: _____

Please list your areas of highest proficiency, special skills or other items that may contribute to your abilities in performing the above mentioned position.

1. What additional personal or job skills would you bring to our position?

2. Please describe work that you have done independently without supervision.

3. What is your level of experience in the following software applications? Please check all that apply.

- Microsoft Office ___ beginner ___ intermediate ___ proficient
- Google Drive ___ beginner ___ intermediate ___ proficient
- Word Press ___ beginner ___ intermediate ___ proficient
- Quick Books ___ beginner ___ intermediate ___ proficient
- PayPal ___ beginner ___ intermediate ___ proficient
- Other Website Management Software _____ level: _____
- Other Finance Management Software _____ level: _____
- Other _____ level: _____

EDUCATION & TRAINING

	Name and Location	Graduate? Degree?	Major/Subjects of Study
High School			
College or University			
Specialized Training, Trade School, etc.			
Other Education			

PREVIOUS EMPLOYMENT EXPERIENCE

Please list most recent and include other relevant job experience on resume.

Dates Employed	Company Name	Location	Role/Title

Job notes, tasks performed and reason for leaving:

Dates Employed	Company Name	Location	Role/Title

Job notes, tasks performed and reason for leaving:

PROFESSIONAL REFERENCES

	1	2
Name		
Organization		
Home Phone		
Cell Phone		
Work Phone		
Mailing Address		
E-mail		
Relationship to applicant		
Years known		

Applicant Signature _____ Date _____

Mail application materials:

Foundation 191
200 W Burnsville Parkway | Suite #100
Burnsville, MN 55337

Email application materials:

191foundation@gmail.com

For Board Use Only

Interview	<input type="checkbox"/> yes	<input type="checkbox"/> no	date _____
Offered Position	<input type="checkbox"/> yes	<input type="checkbox"/> no	date _____
Accepted Position	<input type="checkbox"/> yes	<input type="checkbox"/> no	date _____