



Application for Employment Administrative Work

PERSONAL INFORMATION

Name: _____

Street Address: _____

Cite, State, Zip: _____

Telephone: _____

Email: _____

Are you citizen of the U.S. or do you have a legal right to work in the U.S.? Yes No

Have you been convicted of or pleaded no contest to a felony in the last five years? Yes No

If yes, please explain: _____

EMPLOYMENT AREA OF INTEREST (check all that apply)

Office Position

Administration

Full-Time

Part-Time

Days/Hours Available: _____

Date you are available to start work? _____

Salary desired? Annual or Hourly? _____

EDUCATIONAL HISTORY

Name of school	Degree/Diploma	Graduation Date
HS:		
College:		
Other:		

Are you currently a student? Yes No If yes, where? _____

Awards – Licenses – Credentials – Certifications	Location	Year

Certificate	Expiration	Certificate	Expiration	Certificate	Expiration
DOE fingerprint		CPR		Standard first aid	
OCFS fingerprint		Food Handler		Advanced first aid	

EMPLOYMENT/VOLUNTEER HISTORY

Employer/Volunteer Organization: _____
 Dates Employed: _____
 Address: _____
 Supervisor: _____
 Telephone Number: _____ Position Title: _____
 Reason for Leaving: _____

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May We Contact Your Present Employer? Yes No

May We Contact Your Last Employer? Yes No

Please name any relatives who are presently (or have formerly been) employed by A.C.T. Programs or The Cathedral of St. John the Divine? _____

REFERENCES not included above:

Name/Title/Company/Telephone Number: _____

ADMINISTRATIVE/OFFICE WORK

What type of position are you interested in?

- Program Supervisor
- Administrative Supervisor
- Clerical Support Staff
- Technical Staff

Rate on a scale of 1 to 10 (with 10 being the highest) your level of expertise in the following:

Typing: WPM_____	MS Word	MS Publisher	MS Excel	MS Outlook
Canva	Google Drive	CampBrain	Photoshop	Proofreading
Writing Skills	Facebook	Instagram	TikTok	InDesign

How did you learn of our employment opportunity?

Do you have any obligations during normal working hours (8AM-6PM) that would require your absence from the position you are applying for? If yes, please explain:

Have you ever worked in customer service? If so, in what capacity did you meet the needs of your clients and customers? If not, how would you meet their needs?

Elaborate on one aspect of our program that speaks to you. Visit our website www.actprograms.org.

What strengths and skills do you bring to this position?

How do you handle multiple responsibilities at once, i.e. a parent dropping off a payment, the phone ringing, and a few caregivers arriving to pick up children.

How can you help ACT stay true to its mission?

Beyond compensation, what can this organization provide you?

SKILLS AND EXPERIENCES

Rate on a scale of 1 to 10 (with 10 being the highest) your level of expertise with the following:

Prepare Excel spreadsheet	Generate bank deposits	Lead staff training session
Newsletter design	Handle petty cash	Computer configuration
Advertisement/flyer design	Conflict resolution/mediation	Handle payments (cash, check, cards)
Mass emails	Editing and Writing skills	Managing budgets

I certify that the information contained in this application is true and complete. I understand that any false information may be grounds for not hiring me or for immediate termination of employment at any point in the future. I authorize the verification of any information listed above.

Print Name _____

Date _____

Signature _____