

**Business Office Application**

**Date Submitted:** \_\_\_\_\_

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**APPLICANT CONTACT INFORMATION**

**NAME** \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ **DOB:** \_\_\_\_\_

Address: \_\_\_\_\_

Email address: \_\_\_\_\_

Where/how did you hear about the John & Vera Mae Perkins Foundation:

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**QUALIFICATIONS and RELATIVE WORK EXPERIENCE**

**Qualifications:**

As the Office assistant, we are looking for a person with the following skills:

- excellent organizational skills;
- attention to detail/accuracy, excellent spelling and proofreading skills;
- professional in office and phone manner;
- excellent communication skills, clarity in speaking and writing
- time management skills - ability to prioritize, meet deadlines and multi-task.

You must be able to:

- work well with a team
- have the ability to follow instructions
- be diplomatic

**Your responsibilities may include:**

**Reception:** Greeting visitors, volunteers, and staff.

**Communication:** Answering phone calls and messages, taking and delivering messages, and opening packages.

**Organization:** Managing files, organizing common areas, scheduling meetings, answering emails and unsubscribing to emails during downtime.

**Documentation:** Updating renters paperwork, maintaining documentation, and drafting, sending and proofreading letters, reports, invoices, maintain property repair records and other forms of communication

**In office work/monthly tasks:** Prepare book orders and packages. Process monthly contributors letters.

**RELATIVE WORK EXPERIENCE:** The following are important skills for administrative assistants. Please describe any experience you have in each category. Include examples of all relevant paid, unpaid, volunteer, or community service that demonstrate your level of competence. Please be specific: include the name of the organization and dates of involvement.

**Office Management Experience:** Describe your experience in providing administrative/clerical support duties such as entering, retrieving and updating data. Do you have experience in scheduling and/or organizing work processes?

**Experience Dealing With the Public** Describe any experience you have working with the public, both in person and by phone

**General Computer Literacy, Including Word Processing, Data Entry, and**

**Spreadsheets:** What experience do you have using computers? Describe your technology background and your comfort level with Microsoft software and Google web-based applications. QuickBooks, databases.

**Provide any additional information** which you consider relevant to this application that will assist the selection committee in evaluating your application. This may include community organizations, activities, hobbies or sports in which you are involved. Attach additional pages if necessary.

**EDUCATION**

**What is the highest level of education you have attained?** \_\_\_\_\_

- Grade 12
- Degree or Diploma
- Please describe:

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**EMPLOYMENT HISTORY**

**PRESENT EMPLOYER:** \_\_\_\_\_

Position/job description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Supervisor name/email: \_\_\_\_\_

Your Work Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Human Resources Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Employer Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PREVIOUS EMPLOYER** \_\_\_\_\_

Position/job description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Supervisor name/email: \_\_\_\_\_

Your Work Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Human Resources Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Employer Address:

\_\_\_\_\_

**PREVIOUS EMPLOYER** \_\_\_\_\_

Position/job description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Supervisor name/email: \_\_\_\_\_

Your Work Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Human Resources Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Employer Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**REFERENCES:** 3 Professional/non-family members we can reach out to.

**REFERENCES:** \_\_\_\_\_ Title/Affiliation: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

**REFERENCES:** \_\_\_\_\_ Title/Affiliation: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

**REFERENCES:** \_\_\_\_\_ Title/Affiliation: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

**ADDITIONAL CONTACTS**

**IN CASE OF EMERGENCY:** \_\_\_\_\_ Relationship: \_\_\_\_\_

Cell: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email address: \_\_\_\_\_ work # \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

**APPLICATION DECLARATION**

I certify that all information provided in this application is true and complete. I understand that if any information in this application is found to be untrue or incomplete, my application may be rejected and if I am hired, I may be dismissed. **I am available Monday through Friday from 10am-2pm, 4 hours daily, 5 days per week, totalling 20 hours per week or up to 40 hours 8-5pm (with one hour lunch)**

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**Signature**

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**Date**

Please provide a Copy of the Items below:

- Photo ID/Driver's License
- Social Security Card for background check
- Resume