

Date of Application _____

OFFICE PROFESSIONAL - APPLICATION FOR EMPLOYMENT

A resume may be attached.

NAME _____
First Name Middle Initial Last Name

ADDRESS _____
Street Address City State Zipcode

TELEPHONE (Mobile) _____ (Home) _____

E-MAIL ADDRESS _____

What is the earliest date you will be available to start work? _____

EDUCATION

High School Diploma or GED certificate Yes No

COLLEGE, BUSINESS OR VO-TECH SCHOOLS ATTENDED

List names and locations of schools, degrees or certificates received and special skills learned. Limit 1100 characters

JOB SKILLS

This is a skill inventory to determine relevant education and/or work experience for the skill(s). Please mark all box(es) that apply. **Indicate years of experience.**

SKILL DEFINITION		YEARS OF EXPERIENCE
OFFICE AND ADMINISTRATIVE SUPPORT: General office and administrative support.		
Operating Copiers: Operating and maintaining a copy machine in making copies, may include collating, stacking and stapling functions.		
Mail Handling: Sorting, processing, and delivering mail.		
Filing: Classifying, sorting and filing correspondence (electronic and hard copies), records and other data in alphabetical or numerical order, or according to subject matter or other filing systems.		
Answering Multiple-Line Telephone: Answering and operating a multiple line telephone that features second call answering, automatic dialing, busy override, three way transfer, conferencing and call waiting, etc.		
Receptionist Duties: Greeting the public, referring telephone calls and persons to offices or office personnel.		
Cashiering: Receiving and disbursing money and recording transactions.		
COMPUTER SKILLS:		
Entering Data into Computer: Entering data and record changes into a computer software application.		
Desk Top Publishing: Using word processing software to create documents such as: letterhead, newsletters, advertisement, flyers, graphics, etc.		
Merging Documents: Using software functions, keys or programs in combining files or parts of files into a single document for word processing, spreadsheet or data management application.		
Add Graphics to Documents: Creating and adding graphics/charts to word processing/spreadsheet documents.		
Designing and maintaining web pages: Creating and modifying information and documents on websites.		
<p>WHAT SOFTWARE/PROGRAMS HAVE YOU USED? Circle all that apply</p> <div style="display: flex; justify-content: space-around; text-align: center;"> <div style="width: 30%;">Constant Contact</div> <div style="width: 30%;">Canva</div> <div style="width: 30%;">Publisher</div> </div> <div style="display: flex; justify-content: space-around; text-align: center;"> <div style="width: 30%;">Microsoft Word</div> <div style="width: 30%;">Microsoft Excel</div> <div style="width: 30%;">PowerPoint</div> </div> <div style="display: flex; justify-content: space-around; text-align: center;"> <div style="width: 30%;">Sign-Up Genius</div> <div style="width: 30%;">Google Docs</div> <div style="width: 30%;">Video Editing Software</div> </div> <div style="display: flex; justify-content: space-around; text-align: center;"> <div style="width: 100%;">Adobe Acrobat Professional</div> </div>		

SKILLS DEFINITION (CONT.)		YEARS OF EXPERIENCE
GENERAL SKILLS: Proofreading and Editing: Proofreading and editing written materials to ensure compliance with punctuation and grammar rules.		
Project Management: Directing the overall execution of a defined project including development of processes/procedures with respect to time restraints.		
Administrative: Executing organizational policy, goals or objectives.		

WORK HISTORY

List in order all positions you have held starting with most current, including any time you were in business for yourself and any periods of military service. If your duties changed significantly in the course of any employment, indicate changes as separate employment. Resume may not be substituted for following employment history.

Last or Present Employment

Employer: _____ Job Title: _____
 Address: _____ Dates of employment: _____ to _____
 Phone: _____ Hours per Week: _____ Immediate Supervisor: _____
 Type of Business: _____ # of People Supervised: ____ for ____ years ____ months

Duties While Employed (also list equipment used regularly in the work of this position):

Reason for Leaving:

Other Employment

Employer: _____ Job Title: _____
 Address: _____ Dates of employment: _____ to _____
 Phone: _____ Hours per Week: _____ Immediate Supervisor: _____
 Type of Business: _____ # of People Supervised: ____ for ____ years ____ months

Duties While Employed (also list equipment used regularly in the work of this position):

Reason for Leaving:

Other Employment (CONT.)

Employer: _____ Job Title: _____
Address: _____ Dates of employment: _____ to _____
Phone: _____ Hours per Week: _____ Immediate Supervisor: _____
Type of Business: _____ # of People Supervised: _____ for _____ years _____ months

Duties While Employed (also list equipment used regularly in the work of this position):

Reason for Leaving:

Employer: _____ Job Title: _____
Address: _____ Dates of employment: _____ to _____
Phone: _____ Hours per Week: _____ Immediate Supervisor: _____
Type of Business: _____ # of People Supervised: _____ for _____ years _____ months

Duties While Employed (also list equipment used regularly in the work of this position):

Reason for Leaving:

To the best of my knowledge, all answers to the foregoing are true and correct. I hereby grant permission to K-State Research and Extension to contact each of my former employers listed above concerning my qualifications for employment. Permission is also granted to each of my former employers to give K-State Research and Extension information they may have with respect to my work experience with them.

Signature