

Clerical Support

Computers (please circle)	Excel Word Access Word Perfect Publisher PowerPoint Outlook Quick Books Accounting Programs Internet Email Web Page Design Mail Merge Other:	Type:	Wpm:	Fax Copier Phone Support Data Entry Customer Service Problem Solving
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Marketing and Public Relations Outreach

Do you have any skills in these areas?	
Have you or are you comfortable with working with the Public?	
Do you speak any foreign Languages?	
Do you have any experience working with newsletters or other forms of desktop publishing?	
Do you have any experience with writing Press Releases?	
Do you have any liaisons with the Press?	

Maintenance Skills

<i>Experience with Mopping, Sweeping, Vacuuming, Working with Cleaning Chemicals?</i>	
<i>Electrical</i>	
<i>Plumbing</i>	
<i>Painting</i>	
<i>Can You work on ladders?</i>	
<i>Any physical limitations preventing you from doing physical labor work?</i>	
<i>If so, what limitations?</i>	

Additional Skills and Hobbies

Experience with Children

In What Capacity have you worked with Children?	
Do You like working with Children?	
What Age Range?	
Do You work well with Groups or Individually?	
Have You ever had a Background Check? If so, can you furnish that information?	
Do You have any special qualifications working with Children?	
Do You know CPR/First Aid for Children?	
Do You have any experience working with anyone with a disability?	

Experience with Senior Population

<i>In what capacity have You work with the Senior Population?</i>	
<i>Do You have any special qualifications in working with the Seniors?</i>	
<i>Do you have any knowledge of different Senior programs in the area?</i>	
<i>What would be your contribution in working with the Seniors?</i>	

The information above is true and accurate. Falsifying information on this document can include suspension and/or termination of employment or volunteer services.

Signature:

Date:

