

Date of Application \_\_\_\_\_

**PROGRAM ASSISTANT - APPLICATION FOR EMPLOYMENT**

Please attach a resume.

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?

\_\_\_\_\_

How many hours are week are you interested in working (20-40)? \_\_\_\_\_ Desired Hourly Rate? \_\_\_\_\_

**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.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PLEASE LIST COMPUTER SKILLS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## JOB SKILLS

Please summarize experience related to:

### **Administering programs**

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### **Managing events and activities**

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### **Teaching in formal and non-formal settings**

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### **Managing volunteers and employees**

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### **Working with youth**

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## 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:

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:

## REFERENCES

May we contact your present employer regarding your qualifications?

Yes

No

Please list three persons in addition to the employers named above. Do not include relatives.

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

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