



Brainworks Office Manager Application

Date _____

Name _____ Telephone (_____) _____

Address _____

City/State/Zip _____

Position Desired _____

Salary Desired _____ Date Available _____

Social Security # _____

EDUCATION: Circle Highest Year Completed

High School 1 2 3 4 Graduated? _____ Year _____

College 1 2 3 4 Graduated? _____ Year _____

List other courses completed _____

Honors and Awards: _____

Work Experience: Please list name, address, and telephone number of:

From	To	Present Employer	Position	Salary	Reason for Leaving	May we contact?

From	To	Present Employer	Position	Salary	Reason for Leaving	May we contact?

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If referred to us by an Employment Agency:

NAME OF AGENCY _____

COUNSELOR _____

AGENCY TELEPHONE # _____

Name: _____ Date: _____

Tell me about yourself: _____

How would your previous boss describe you? _____

What do you consider your strengths? _____

Tell how you work best under pressure: _____

In a learning situation, how do you like material presented to you? _____

What one thing makes you right for this position? _____

This job requires you to work for the director and three teachers. Explain how you know you are an organized person. _____

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

No: _____ Yes: _____ If yes, please explain: _____

Have you been convicted of, pleaded guilty to, or pleaded no contest to, an act of dishonesty, or breach of trust or moral turpitude, such as misdemeanor petty theft, burglary, fraud, writing bad checks, and other related crimes within the last five years? No: _____ Yes: _____

Comments: _____

Are you willing to undergo a background screening? _____

SKILL/SOFTWARE

List your experience on each of the following:

Macintosh Computers _____

Calculator/Ten Key by touch _____

Copier/Fax _____
Reduction/enlargement capability

Word _____

QuickBooks _____

Filemaker/Database _____

Telephone Reception _____

PowerPoint _____

Are you available for overtime when necessary? _____

Please list any other information you think pertinent to this application:

I hereby certify that the above information is true and correct to the best of my knowledge. I understand that any and all information in this application may be verified (unless otherwise requested) and falsification of such may result in termination at this or a later date.

Signature _____

Date _____