

We are an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis including race, color, age, sex, religion, disability, or national origin.

APPLICANT INFORMATION											
Last Name			First			M.I.		Date			
Street Address					Apartment/Unit #						
City				State				ZIP			
Phone (s)				E-mail Address							
Date Available			Last four digits of SSN			Desired Salary			\$		
Position Applied for		Administrative Assistant									
Are you a citizen of the United States?			YES <input type="checkbox"/>		NO <input type="checkbox"/>		If no, are you authorized to work in the U.S.?			YES <input type="checkbox"/> NO <input type="checkbox"/>	
Have you ever worked for this company?			YES <input type="checkbox"/>		NO <input type="checkbox"/>		If so, when?				
Are you employed now?			YES <input type="checkbox"/>		NO <input type="checkbox"/>		If so, may we contact your employer?			YES <input type="checkbox"/> NO <input type="checkbox"/>	
Type of Employment						Full-time <input type="checkbox"/>			Part-time <input type="checkbox"/>		
EDUCATION AND OFFICE SKILLS											
High School			Address								
From		To	Did you graduate?		YES <input type="checkbox"/>		NO <input type="checkbox"/>				
College or Trade School			Address								
From		To	Did you graduate?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		Degree		
					Other Office Equipment Used		Printer <input type="checkbox"/> Copier <input type="checkbox"/> Fax <input type="checkbox"/> Scanner <input type="checkbox"/> Calculator <input type="checkbox"/>				
Computer Software and Hardware Experience											
EMPLOYMENT HISTORY						LAST THREE YEARS OF EMPLOYMENT HISTORY					
Company					Phone						
Address					Name and Position of Supervisor						
Job Title				Starting Salary		\$		Ending Salary		\$	
Responsibilities											
From		To	Reason for Leaving								
May we contact your previous supervisor for a reference?					YES <input type="checkbox"/>		NO <input type="checkbox"/>				

EMPLOYMENT HISTORY							(LIST PRESENT OR MOST RECENT POSITIONS FIRST)				
Company						Phone					
Address						Name and Position of Supervisor					
Job Title				Starting Salary	\$	Ending Salary	\$				
Responsibilities											
From		To		Reason for Leaving							
May we contact your previous supervisor for a reference?					YES	<input type="checkbox"/>	NO	<input type="checkbox"/>			

EMPLOYMENT HISTORY							(LIST PRESENT OR MOST RECENT POSITIONS FIRST)				
Company						Phone					
Address						Name and Position of Supervisor					
Job Title				Starting Salary	\$	Ending Salary	\$				
Responsibilities											
From		To		Reason for Leaving							
May we contact your previous supervisor for a reference?					YES	<input type="checkbox"/>	NO	<input type="checkbox"/>			

EMPLOYMENT HISTORY							(LIST PRESENT OR MOST RECENT POSITIONS FIRST)				
Company						Phone					
Address						Name and Position of Supervisor					
Job Title				Starting Salary	\$	Ending Salary	\$				
Responsibilities											
From		To		Reason for Leaving							
May we contact your previous supervisor for a reference?					YES	<input type="checkbox"/>	NO	<input type="checkbox"/>			

COMPLETE THIS APPLICATION AND RETURN IT WITH A COPY OF YOUR RESUME

Completed applications may be delivered in person or mailed. No email applications accepted.

TO: LUVERNE AREA CHAMBER

213 EAST LUVERNE STREET

LUVERNE MN 56156