

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 Zip Code

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

PLEASE LIST COMPUTER SKILLS: Limit 1600 characters

K-State Research and Extension is an equal opportunity provider and employer.

JOB SKILLS

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

Indicate years of experience.

SKILL DEFINITION	TRAINING	YEARS OF EXPERIENCE
OFFICE AND ADMINISTRATIVE SUPPORT: General office, clerical, administrative, and volunteer support in English, spelling, typing, computers, or business or office experience.		
GENERAL BOOKEEPING: Recording/verifying/classifying accounts receivable & payable. Money handling, some billing, and transactions. Knowledge of accounting, spreadsheet applications, business math.		
Handle office financial transactions, prepare weekly deposits, submit bills for payment, and interact with the Financial Manager as needed.		
CLERICAL SPECIALITIES: Office Management: Coordinating activities of an office, such as word processing, bookkeeping, flow of correspondence, copying, filing, requisition of supplies, and other clerical services.		
Mail Handling: Sorting, processing, and delivering mail; which includes samples & diagnostic reports.		
Receptionist Duties: Greeting the public, referring telephone calls and persons to offices or office personnel.		
General Recording: Preparing, reviewing, maintaining, routing, coordinating, and communicating information; checking records, and schedules for accuracy. 4-H reports, mailing lists, volunteer lists & mailing labels.		
Assist agents with website and social media postings. Send updates for website to the web coordinator.		
Desk Top Publishing: Using word processing software to create documents such as; letterhead, newsletters, advertisements, flyers, graphics, PowerPoint, Canva, 4-H Online 2.0, Adobe, etc.		
Merging Documents: Using software functions, keys, or programs to combine files or parts of files into a single document for word processing, spreadsheet, or data management application.		
GENERAL SECRETARIAL DUTIES: Carrying out general administrative or office duties which may include operational functions of an organization unit.		
Maintain Appointment Log: Maintaining an appointment log for staff.		
GENERAL SKILLS: Composing Correspondence: Writing general business letters and reports, using a prescribed format and conforming to all rules of punctuation, grammar, and style.		
Proofreading and Editing: Proofreading and editing written materials to ensure compliance with punctuation and grammar rules.		
Preparing Specifications: Develop written, detailed requirements for purchases, modifications, or repair of equipment, vehicles, and/or facilities.		
Budget Operations: Financial operations and estimating future revenues and expenditures in 4-H.		
Project Management: Directing the overall execution of a defined project including development of processes/procedures with respect to time restraints.		
Serve as a point of contact and provide ongoing support and organizational assistance for 4-H Clubs, Volunteers, and Families.		
Lead worker: Assigning, instructing, and reviewing the work of others on a daily or special project basis.		
Administrative: Executing organizational policy, goals, or objectives.		

Please list any job skills you may have that are not listed above.

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.

A resume may not be substituted for the 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:

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

