B.S.A. Office Support Staff Application Please complete listing specific knowledge and information for each item.

	eking Full Time Employment Only (Overline Employment _					rs)			
1.	General Computer Skills								
	Overall Skill Level Excellent Very good	Good	Average _	N	one				
	List specific knowledge, experienc	•							
2.	Excel/Formatting								
	Overall Skill Level Excellent Very good	_ Good _	Average _	N	one				
	List specific knowledge, experience or skills you have:								
3.	Letters/Mail Merge								
	Overall Skill Level Excellent Very good	Good	Δverage	N	one				
	Excellent Very good Good Average None List specific knowledge, experience or skills you have:								
4.	Other Software Program Knowle	<u>edge</u>	<u>Overall</u>	l Skill Level					
		Excellent	Very good	Good	Average				
		Excellent	Very good	Good	Average				
		Excellent	Very good	Good	Average				
		Excellent	Very good	Good	Average				

	List other specific knowledge, experience or skills you have:								
5.	Website Management Overall Skill Level								
	Excellent Very good Good Average None								
	List specific knowledge, experience or skills you have:								
6.	General Funds Management/Receipting of Funds/Retail Transactions/Cash Register/Accounting								
	Overall Skill Level Excellent Very good Good Average None								
	List specific knowledge, experience or skills you have:								
7.	Other Job Skills/Training/Certifications								
•	List specific knowledge, experience or skills you have:								
	List specific knowledge, experience of skins you have.								

8. Please rate yourself on the following areas: (circle one for each work habit)

	Out-	Very				
Work Habits	standing	Strong	Strong	Average	Fair	Poor
Willingness to work hard to get						
the job done	1	2	3	4	5	6
Ability to manage several						
projects at once	1	2	3	4	5	6
Ability to oversee and organize						
a project performed by others	1	2	3	4	5	6
Ability to get along well with						
others	1	2	3	4	5	6
Ability to deal with upset						
customers/customer relations						
	1	2	3	4	5	6

XX/1 XX.1.14	Out-	Very	G4	A	E . •	D
Work Habits	standing	Strong	Strong	Average	Fair	Poor
Ability to develop & manage a						
work schedule	1	2	3	4	5	6
Ability to get things done on						
time	1	2	3	4	5	6
Ability to control costs and						
spend dollars wisely	1	2	3	4	5	6
Willingness to cross train for						
other responsibilities.	1	2	3	4	5	6
Ability to identify work vs.						
having to be told what to do						
day to day	1	2	3	4	5	6

Ability to control costs and									
spend dollars wisely	1	2	3	4	5	6			
Willingness to cross train for									
other responsibilities.	1	2	3	4	5	6			
Ability to identify work vs.									
having to be told what to do									
day to day	1	2	3	4	5	6			
2									
11. What other info would you l	like for us to l	know about	you that v	vould be an	asset ? (ı	ıse back if	necessary)		
			3						