

B.S.A. Office Support Staff Application

Please complete listing specific knowledge and information for each item.

Seeking Full Time Employment **Only** (Over 29 hours) ___ Seeking Part Time Employment **Only** (Under 29 hours) ___
Seeking Full or Part Time Employment ___ Other: _____

1. General Computer Skills

Overall Skill Level

Excellent ___ Very good ___ Good ___ Average ___ None ___

List specific knowledge, experience or skills you have:

2. Excel/Formatting

Overall Skill Level

Excellent ___ Very good ___ Good ___ Average ___ None ___

List specific knowledge, experience or skills you have:

3. Letters/Mail Merge

Overall Skill Level

Excellent ___ Very good ___ Good ___ Average ___ None ___

List specific knowledge, experience or skills you have:

4. Other Software Program Knowledge

Overall 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:

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

Work Habits	Out-standing	Very 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

Work Habits	Out-standing	Very 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

9. What are your 3 strongest job skills?

1. _____
2. _____
3. _____

10. What are your 3 strongest personal attributes?

1. _____
2. _____
3. _____

11. What other info would you like for us to know about you that would be an asset ?
