

BAINBRIDGE OMETEPE SISTER ISLANDS ASSOCIATION
ASSISTANT OFFICE MANAGER: APPLICATION FORM

Name _____

Address _____

EDUCATION BACKGROUND:

High school: Highest year completed: _____ Date _____ Graduate? Yes No

University: Name of Institution: _____ Years of study: _____ to _____

Graduate? Yes No Major field of study: _____

EMPLOYMENT HISTORY: list the three most recent job positions you have held. Include the Title of the position, the location, dates, and responsibilities

1.

2.

3.

DESCRIBE YOUR ABILITY TO COMMUNICATE IN WRITTEN AND SPOKEN SPANISH (Please reply to this question in SPANISH):

ANY OTHER EDUCATION OR EXPERIENCE WHICH QUALIFIES YOU FOR THIS POSITION:

EXPERIENCE OR TRAINING IN MANAGERIAL SKILLS:

- Use of computer: word processing, spreadsheet and e-mail:

- Bookkeeping skills:

- Maintaining files

- Interpersonal relations skills:

- Public Relations:

- Other:

BRIEFLY DESCRIBE ANY PAST INVOLVEMENT OR ACTIVITIES WITH BOSIA:

EXPLAIN WHY YOU THINK YOU WOULD BE A GOOD CHOICE FOR THIS JOB:

CHARACTER REFERENCES: (Solicit two written statements. Please have the person who wrote the character reference deliver it to Kim Esterberg)

(See attached job application form for job description and terms of employment)