

EDUCATIONAL HISTORY:

Name and Address of Schools – Degree/Diploma – Graduation Date

Skills and Qualifications: Licenses, Skills, Training, Awards

EMPLOYMENT HISTORY/VOLUNTEER HISTORY:

Employer: _____ Dates Employed From _____ to _____

Address: _____

Supervisor: _____

Telephone Number: _ (____) _____

Position Title: _____

Salary: _____

Reason for Leaving: _____

Employer: _____ Dates Employed From _____ to _____

Address: _____

Supervisor: _____

Telephone Number: _ (____) _____

Position Title: _____

Salary: _____

Reason for Leaving: _____

Employer: _____ Dates Employed From _____ to _____

Address: _____

Supervisor: _____

Telephone Number: _ (____) _____

Position Title: _____

Salary: _____

Reason for Leaving: _____

May We Contact Your Present Employer? Yes _____ No _____

May We Contact Your Last Employer? Yes _____ No _____

REFERENCES:

Name/Title/Company /Telephone Number

SKILLS AND EXPERIENCES:

To be completed by administrative/office candidates only:

Typing Yes _____ WPM
 No

Word Yes
Processing No

Personal Yes
Computer No

PC
Mac

Skills _____ Other _____

Please complete the following by rating the activities below according to your experiences with and ability to teach them to the children, or leave blank if it does not apply.

A = A major strength

B = Familiar

C = Limited knowledge

Sports Activities

_____ Basketball
_____ Baseball/Softball
_____ Kickball/Other Ballgames
_____ Football/Rugby/Lacrosse
_____ Badminton
_____ Gymnastics
_____ Volleyball
_____ Soccer
_____ Group Games
_____ Team Challenges

Education Activities

_____ Storytelling
_____ Singing and Music
_____ Literacy Based Activities
_____ Dramatic Play
_____ Visual displays
_____ Movement/Dance
_____ Play Instruments
_____ Nature Science Activities
_____ Cooking/Baking
_____ Theme based planning/activities

Visual and Performing Arts

_____ Clay/Sculpture
_____ Sketching/Drawing
_____ Native Crafts
_____ Fashion Design
_____ Jewelry Making
_____ Painting
_____ Lanyard
_____ Camp Crafts
_____ Dance
_____ Stagecraft's
_____ Paper Mache
_____ Printing
_____ Drama games

Other

_____ Swimming: Beginner/Advanced
_____ Lifeguard/WSI
_____ Newsletter/Desktop Design
_____ Editor/Writer
_____ Tutoring
_____ Photography
_____ Small Craft Boating
_____ Magic Tricks
_____ Computer Hardware
_____ Camping
_____ Chess
_____ Fishing
_____ Orienteering

How did you learn of our employment opportunity?

Have you any obligations during normal work hours being 9am – 6pm, that require your time away from the position you are applying for?

How can you help A.C.T. Programs meet its mission?

What skills, talents and experiences can you bring to A.C.T. Programs that were not listed in another section of this application?

Describe your strengths and weaknesses in less than five sentences:

Beyond compensation, what can this organization provide you?

I certify that information contained in this application is true and complete. I understand that any false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above.

Print Name _____

Date _____