

Sarah Jones*

12 Any Road
Anytown, MO. 65202
(555) 555-5555

Objective: Seeking a position as a Teacher's Aide.

Personal Qualities

Patient, Congenial, Honest, Punctual, Cooperative, Flexible.
Work well alone or with a team, Perceptive and Organized.

Skills and Abilities

Clerical and Bookkeeping:

- ✓ Efficient and accurate at operating all types of automated office machines including: fax machine, copy machine, ten-key calculators, laser printers and scanners.
- ✓ Experience in operating desktop computer.
- ✓ Proficient with a variety of software packages and operating systems including Word, spreadsheets, e-mail, and using the web.

Organizing and Teaching:

- ✓ Coordinate schedules and maintain appointment books for seven people.
- ✓ Instruct and supervise children in completing reports, writing text and presenting displays and speeches.
- ✓ Conduct training sessions for youth, parents and volunteers on various topics within FHA, 4-H and various other programs.
- ✓ Teach Sunday school and various church seminars.
- ✓ Perform general clerical duties such as answering phones and directing calls while volunteering at the public school and serving as homeroom parent.

Personal Self-Management:

- ✓ Excellent written and verbal communication skills
- ✓ Flexible: work well as a team member and individually.
- ✓ Hard worker: committed to efficient and productive operations.
- ✓ Strong personal initiative: learn quickly, master job requirements and successfully accomplish assigned tasks.

Education

General Educational Development Diploma, St. Charles County School System

Volunteer Experience and Community Activities

Numerous Youth Organizations including 4-H, FHA, D.A.R.E. and
Community Drill Team
Active in Local Church Activities, Several Community Action Groups and United Way
Alpha-Beta-Theta Service Sorority, St. Charles Chamber of Commerce and
School Volunteer

References available upon request

APPLICATION FOR EMPLOYMENT

An Affirmative *Action/Equal Opportunity Employer*

POSITION APPLIED FOR: You must fill out all sections of this application completely and honestly. This information will be used to determine your eligibility for this position. (NOTE: A separate application must be completed for each position for which you are applying.)

Title	Department	Vacancy #	Recruiter
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PERSONAL INFORMATION

Name (Last, First, Middle Initial) Jones, Sarah		Social Security Number 000-00-0000	
Address (Street, City, State, Zip Code) 12 Any Road Anytown, Mo. 65202			
Home Phone Number (555) 555-5555	Work Phone Number (555) 555-0000	May we contact you at work? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Age <input type="checkbox"/> Less than 14 <input type="checkbox"/> 14 - 17 <input checked="" type="checkbox"/> 18 or over		Have you been employed under other names? <input type="checkbox"/> Yes <input type="checkbox"/> No List Name(s):	
Have you ever been convicted of a misdemeanor or felony? <i>Conviction is defined as all felonies and misdemeanors except minor traffic violations in relation to any position which doesn't require driving. For positions that require operation of a motor vehicle, the term conviction shall include minor traffic violations.</i> <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Date Explain:			
Are you authorized to work in the U.S.? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>If employed, you must show documents that prove your identity and employment eligibility as required by the Immigration Reform and Control Act of 1986.</i>			

EDUCATION & SKILLS

Please list all education beginning with most recent. Indicate a diploma or degree, if completed, including GED it obtained.

Name & Location of School	# of yrs. Completed	Graduated		Degree & Major
College		<input type="checkbox"/> Yes	If no, approx. number of credit hours completed	
Other		<input type="checkbox"/> Yes	If no, approx. number of credit hours completed	
Other		<input type="checkbox"/> Yes	If no, approx. number of credit hours completed	
High School/GED GED		<input type="checkbox"/> Yes	If no, approx. number of credit hours completed	GED

OFFICE/COMPUTER SKILLS

Typing _____ wpm Ten key by touch Switchboard Word processing
 Medical terminology Transcription PC/IBM Apple/Mac

RELATED SKILLS/CERTIFICATIONS: List technical or specialized skills/credentials relevant to this job, including driver's license (list type of license and name of state where issued), certifications, professional license, registrations held (include certification/registration number and expiration date) and knowledge of any computer programming languages or software.

Computer skills include Word, spreadsheet, e-mail, and using the web.

Patient, congenial, honest, punctual, flexible and work well alone or with a team.

Certified in CPR and to handle hazardous materials.

For HRS Use Only			
Applicant # _____	ATS Code _____	Typing Score _____	Date _____
		WP Score _____	Date _____

*Fictitious name and address.

EMPLOYMENT HISTORY: List all employment including military and volunteer service **starting with the most current position held.** Show employment history for at least 10 years or from the time you left school (supplemental sheets available). Explain gaps in employment history. You may attach a resume, **but you must complete the employment section.** This information will be used in **reference** checks. Failure to answer all items in the following section may eliminate you from further consideration.

Dates Employed (month/year) From: _____ To: _____		Position Title	
Salary Start: \$ _____ Final: \$ _____		Organization Name/Address	
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time, hrs/wk _____			
May we contact for references <input type="checkbox"/> Yes <input type="checkbox"/> No		Supervisor's Name/Title/Phone:	Reason For Leaving:
Duties:			
Dates Employed (month/year) From: _____ To: _____		Position Title	
Salary Start: \$ _____ Final: \$ _____		Organization Name/Address	
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time, hrs/wk _____			
May we contact for references <input type="checkbox"/> Yes <input type="checkbox"/> No		Supervisor's Name/Title/Phone:	Reason For Leaving:
Duties:			
Dates Employed (month/year) From: _____ To: _____		Position Title	
Salary Start: \$ _____ Final: \$ _____		Organization Name/Address	
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time, hrs/wk _____			
May we contact for references <input type="checkbox"/> Yes <input type="checkbox"/> No		Supervisor's Name/Title/Phone:	Reason For Leaving:
Duties:			

PLEASE READ CAREFULLY AND SIGN - I certify that the above statements are correct. I understand that **any** false information (or omissions) in this application, or its supporting documents, will be sufficient grounds for refusal to hire me or termination without notice.

APPLICANT'S SIGNATURE: Sarah Jones DATE: 1-15-2005

*Fictitious name and address.