Date of Application_____

PROGRAM ASSISTANT - APPLICATION FOR EMPLOYMENT
K-State Research and Extension
Kansas State University

Please attach a resume.

County/District _____

NAME_____
First Name Middle Initial Last Name

ADDRESS_____
City State Zipcode

TELEPHONE (Home)_____ (Daytime)_____

E-MAIL ADDRESS_____

I will accept: Full Time _____ Part Time _____ Temporary _____

What is the earliest date you will be available to start work?_____

EDUCATION

High School Diploma or GED certificate Yes _____ No _____

COLLEGE, BUSINESS OR VO-TECH SCHOOLS ATTENDED

Names and Locations of Schools	Degrees or Certificates and Year Received	Special Skills Learned

COMPUTER SOFTWARE EXPERIENCE
List name(s) of software program(s) and years of experience

EQUIPMENT - List office equipment with which you have training and/or experience

K-State Research and Extension is an equal opportunity provider and employer.

KSU 8-29PA (Feb 2005)

JOB SKILLS

Please summarize experience related to:

1. **Administering programs**: _____

_____

_____

_____

_____

_____

2. **Managing events and activities**:_____

_____

_____

_____

_____

_____

3. **Teaching in formal and non-formal settings**: _____

_____

_____

_____

_____

_____

4. **Managing volunteers and employees**: _____

_____

_____

_____

_____

_____

5. **Working with youth**: _____

_____

_____

_____

_____

_____

WORK HISTORY

List in order all positions you have held starting with most current, including any time you were in business for yourself and any periods of military service. If your duties changed significantly in the course of any employment, indicate changes as separate employment. Resume may not be substituted for following employment history.

Last or Present Employment

Employer:_____ Job Title:_____
Address:_____ Dates of employment:_____to_____
Phone:_____Hours per Week:_____ Immediate Supervisor:_____
Type of Business:_____ # of People Supervised:_____for _____years_____months
Duties While Employed (also list equipment used regularly in the work of this position):_____
_____
_____
Reason for Leaving:_____

Other Employment

Employer:_____ Job Title:_____
Address:_____ Dates of employment:_____to_____
Phone:_____Hours per Week:_____ Immediate Supervisor:_____
Type of Business:_____ # of People Supervised:_____for _____years_____months
Duties While Employed (also list equipment used regularly in the work of this position):_____
_____
_____
Reason for Leaving:_____

Employer:_____ Job Title:_____
Address:_____ Dates of employment:_____to_____
Phone:_____Hours per Week:_____ Immediate Supervisor:_____
Type of Business:_____ # of People Supervised:_____for _____years_____months
Duties While Employed (also list equipment used regularly in the work of this position):_____
_____
_____
Reason for Leaving:_____

Employer:_____ Job Title:_____
Address:_____ Dates of employment:_____to_____
Phone:_____Hours per Week:_____ Immediate Supervisor:_____
Type of Business:_____ # of People Supervised:_____for _____years_____months
Duties While Employed (also list equipment used regularly in the work of this position):_____
_____
_____
Reason for Leaving:_____

REFERENCES

May we contact your present employer regarding your qualifications? _____ Yes _____ No

Please list three persons in addition to the employers named above. Do not include relatives.

Name	Street Address	City	State	Telephone

To the best of my knowledge, all answers to the foregoing are true and correct. I hereby grant permission to K-State Research and Extension to contact each of my former employers listed above concerning my qualifications for employment. Permission is also granted to each of my former employers to give K-State Research and Extension information they may have with respect to my work experience with them.

_____
Signature