KANSAS STATE UNIVERSITY | Extension Frontier District

Date of Application _____

OFFICE PROFESSIONAL - APPLICATION FOR EMPLOYMENT

A resume may be attached.

NAME _____
First Name Middle Initial Last Name

ADDRESS _____
Street Address City State Zipcode

TELEPHONE (Mobile) _____ (Home) _____

E-MAIL ADDRESS _____

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
List names and locations of schools, degrees or certificates received and special skills learned. Limit 1100 characters

PLEASE LIST COMPUTER SKILLS: Limit 1600 characters

Kansas State University is an equal opportunity provider and employer.

JOB SKILLS

This is a skill inventory to determine relevant education and/or work experience for the skill(s). Please √ all box(es) that apply.
Indicate years of experience.

SKILL DEFINITION	TRAINING	YEARS OF EXPERIENCE
OFFICE AND ADMINISTRATIVE SUPPORT: General office and administrative support.		
GENERAL ACCOUNTING: Recording/verifying/classifying accounts payable and/or accounts receivable transactions; and/or training at high school or post-high school level in bookkeeping, accounting, spreadsheet applications, business math, business law and/or business taxes.		
CLERICAL SPECIALITIES: Office Management: Coordinating activities of an office, such as wordprocessing, bookkeeping, preparation of payrolls, flow of correspondence, filing, requisition of supplies, and other clerical services.		
Operating Copiers: Operating and maintaining a copy machine in making copies, may include collating, stacking and stapling functions.		
Mail Handling: Sorting, processing, and delivering mail.		
Filing: Classifying, sorting and filing correspondence (electronic and hard copies), records and other data in alphabetical or numerical order, or according to subject matter or other filing systems.		
Answering Multiple-Line Telephone: Answering and operating a multiple line telephone that features second call answering, automatic dialing, busy override, three way transfer, conferencing and call waiting, etc.		
Receptionist Duties: Greeting the public, referring telephone calls and persons to offices or office personnel.		
Cashiering: Receiving and disbursing money and recording transactions.		
General Recording: Preparing, reviewing, maintaining, routing and coordinating recorded information; checking records and schedules for accuracy.		
Payroll/Personnel Record keeping: Computing and posting wage data to payroll records; such as income tax withholding, social security payments, and insurance.		
WORD PROCESSING: Entering Data into Computer: Entering data and record changes into a computer software application.		
Desk Top Publishing: Using word processing software to create documents such as: letterhead, newsletters, advertisement, flyers, graphics, etc.		
Merging Documents: Using software functions, keys or programs in combining files or parts of files into a single document for word processing, spreadsheet or data management application.		
Add Graphics to Documents: Creating and adding graphics/charts to word processing/spreadsheet documents.		
Designing and maintaining web pages: Creating and modifying information and documents on websites.		
GENERAL SECRETARIAL DUTIES: Carrying out general administrative or office duties which may include operational functions of an organization unit.		
Maintain Appointment Log: Maintaining an appointment log for staff.		

SKILLS DEFINITION (CONT.)	TRAINING	YEARS OF EXPERIENCE
GENERAL SKILLS: Composing Correspondence: Writing general business letters and reports, using prescribed format and conforming to all rules of punctuation, grammar and style.		
Proofreading and Editing: Proofreading and editing written materials to ensure compliance with punctuation and grammar rules.		
Preparing Specifications: Developing written, detailed requirements for purchase, modification or repair of equipment, vehicles and/or facilities.		
Graphic Data Presentation: Determining media and format for graphic presentation of data.		
Budget Preparation: Preparing a budget through analyzing past and present financial operations and estimating future revenues and expenditures.		
Mathematics-Basic: Studying or applying the basic mathematics principles of addition, subtraction, multiplication or division.		
Project Management: Directing the overall execution of a defined project including development of processes/procedures with respect to time restraints.		
Lead worker: Assigning, instructing and reviewing work of others on a daily or special project basis.		
Supervisory: Assigning, and reviewing the work of subordinates, rating work performance, hiring or recommending hiring, resolving, disciplinary problems and grievances.		
Administrative: Executing organizational policy, goals or objectives.		

Please list any job skills you may have that are not listed above.

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: KSU

Other Employment (CONT.)

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 _____ Telephone _____
Address _____

Name _____ Telephone _____
Address _____

Name _____ Telephone _____
Address _____

To the best of my knowledge, all answers to the foregoing are true and correct. I hereby grant permission to K-State 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 Extension information they may have with respect to my work experience with them.

_____
Signature