



Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Previous Employment

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

Job Description:

- Hours are Tuesday/Thursday from 9am-1pm with 1-2pm being time to run errands
- Must be able to multitask.
- Must be a great communicator. You will speak with different types of people.
- Must be organized.
- Sue Cannon OCCA Ambassadors is a student leadership program of the Chamber's. You must be willing to invest time with these students to help get them out in the community. You will be required to communicate with them and delegate tasks for them at Chamber events. Must be able to schedule lunch meetings with them at the school prior to major Chamber events.
- Planning events is very important. You will plan these events (but not limited to) Sandhills, OCCA Banquet, Easter Egg Hunt, Pheasant Hunt, Trunk or Treat, etc.
- Facilitate OCCA board committees and their volunteers in OCCA sponsored events.
- You will be in charge of advertising for business members.
- You will run the OCCA Facebook page. Must schedule frequent posts about upcoming Chamber events and share posts from our business members to help promote their businesses.
- You will create agendas and write minutes for board meetings. Board meetings usually happen on the first Tuesday of every month, unless there is a conflict. The Board will work with you to find a day that works best for everyone.
- Respond to inquiries by phone, mail, or visitation in a timely and professional manner.
- Work with other organizations and businesses to provide special opportunities for our local businesses.
- Write news releases about community issues and news as approved by OCCA board when needed.
- Maintain membership role for current and prospective members.
- Attend community and area events to promote Olton as approved by OCCA board.
- Maintain Quickbooks Online and work with the Chamber's accountants to ensure the Chamber's books are accurate.
- Be a liason between the Olton Chamber of Commerce & Agriculture and the Olton EDC.
- Work closely with the Olton EDC by making agendas for and attending their quarterly meetings.
- Help the EDC by assisting them in finding grants for Olton, Texas.