

Kennedy Austin Foundation
Office Administration Job Application Form

Job Description

The Office Administrator provides essential administrative support to ensure efficient operation of the Kennedy Austin Foundation. This role involves managing office procedures, coordinating communications, maintaining records, and supporting staff and visitors. The ideal candidate is organized, detail-oriented, and possesses excellent interpersonal skills.

Key Responsibilities:

- Manage general office operations and maintain office supplies
- Answer and direct phone calls, emails, and correspondence
- Schedule and coordinate meetings, appointments, and travel arrangements
- Organize and maintain paper and electronic filing systems
- Support staff with administrative tasks and special projects
- Assist with event planning and coordination
- Process financial documents and handle basic bookkeeping tasks
- Greet and assist visitors to the foundation

Personal Information

Full Name: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

Email Address: _____

Employment History

Most Recent Employment

Kennedy Austin Foundation
2040 North Garey Avenue, Pomona, California 91767, United States
Office Ph. 909-808-6866

Email: admin@kennedyaustinfoundation.com

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Company Name: _____

Job Title: _____

Start Date: _____ **End Date:** _____

Supervisor Name: _____

Contact Information: _____

Reason for Leaving: _____

Job Duties:

Previous Employment

Company Name: _____

Job Title: _____

Start Date: _____ **End Date:** _____

Supervisor Name: _____

Contact Information: _____

Reason for Leaving: _____

Job Duties:

Education

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Highest Level of Education: _____

Institution Name: _____

Field of Study: _____

Graduation Date: _____

Office Skills

Please rate your proficiency in the following areas (1 = Basic, 5 = Expert):

Microsoft Office Suite:

Word: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Excel: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

PowerPoint: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Outlook: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Typing Speed (WPM): _____

Filing Systems:

Digital: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Physical: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Customer Service: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Additional Software Experience:

Administrative Experience

Please check all that apply:

☐ Reception/Front Desk

☐ Calendar Management

☐ Meeting Coordination

☐ Travel Arrangements

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- ☐ Data Entry
- ☐ Document Preparation
- ☐ Phone Systems
- ☐ Inventory Management
- ☐ Bookkeeping/Accounting
- ☐ Event Planning

References

Reference 1

Name: _____

Relationship: _____

Company: _____

Phone Number: _____

Email: _____

Reference 2

Name: _____

Relationship: _____

Company: _____

Phone Number: _____

Email: _____

Reference 3

Name: _____

Relationship: _____

Company: _____

Phone Number: _____

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Email: _____

Availability

Date Available to Start: _____

Preferred Work Schedule:

☐ Full-time

☐ Part-time

☐ Temporary/Contract

Available to work:

☐ Weekdays

☐ Evenings

☐ Weekends

Additional Information

Do you have any experience with specialized office equipment? If yes, please specify:

What interests you about this Office Administration position?

Is there anything else you would like us to know about your qualifications?

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Legal Information

Are you legally eligible to work in this country? ☐ Yes ☐ No

Will you now or in the future require sponsorship for employment visa status? ☐ Yes ☐ No

Have you ever been employed with this company before? ☐ Yes ☐ No

If yes, when? _____

Certification and Authorization

I certify that all information provided in this application is true and complete to the best of my knowledge. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.

I authorize the investigation of any or all statements contained in this application and authorize any person, school, current employer, past employers, and organizations named in this application to provide relevant information that may be useful in making a hiring decision.

Signature: _____

Date: _____

This application will be considered active for 90 days. After that time, you must reapply for further consideration.

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