

ROTARY DISTRICT 6540

Application for the position of Secretary
Compensation \$20,000.00



APPLICANT INFORMATION																	
Last Name						First				M.I.		Date					
Street Address									Apartment/Unit #								
City						State					ZIP						
Phone						E-mail Address											
Date Available						Social Security No.											
Position Applied for		Secretary															
Are you a citizen of the United States?				YES <input type="checkbox"/>		NO <input type="checkbox"/>		If no, are you authorized to work in the U.S.?				YES <input type="checkbox"/>		NO <input type="checkbox"/>			
Have you ever been convicted of a felony?				YES <input type="checkbox"/>		NO <input type="checkbox"/>		If yes, explain									
EDUCATION																	
High School						Address											
From				To				Did you graduate?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		Degree			
College						Address											
From				To				Did you graduate?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		Degree			
Other						Address											
From				To				Did you graduate?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		Degree			
REFERENCES																	
Please list three Rotarian 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 <input type="checkbox"/> NO <input type="checkbox"/>			
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 <input type="checkbox"/> NO <input type="checkbox"/>			
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 <input type="checkbox"/> NO <input type="checkbox"/>			

The following sections are intended as a self-evaluation of your knowledge of and ability to work with various tools as they would be appropriate for this position. Please use this range: Expert, Good, Average, Poor, None.

KNOWLEDGE OF AND FACILITY WITH THE FOLLOWING:	
Excel	
Word	
Power Point	
Publisher	
Quickbooks	
Club Runner	
My Rotary	
Adobe Photoshop Elements	

DISCLAIMER AND SIGNATURE

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

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

I also understand that this position is that of a Contractor and not that of an employee. I am responsible for all taxes, including quarterly payments to the Indiana Department of Revenue and the IRS

If I accept the position of Secretary, I understand that I must own a computer and have a worker's compensation insurance policy. The District will provide me with a lap top computer. I must also be able to use a charge card for various reimbursable expenses.

Signature

Date