

HIS little feet

Office Staff Application

REQUIREMENTS

- Must be 18 years or older
- Interview required (on phone or in person)
- Contractual
- National Background Check required
- Photo of self (email to info@hislittlefeet.org)
- 3 letters of recommendation – one from a pastor, one from a previous employer and/or ministry leader, and one a friend, which applicant has known for more than 2 years. Please make sure that the person writing the recommendation includes their contact information, as well as your full name to identify who the recommendation is for. Please have the person writing the recommendation send the original letter to:

His Little Feet
Attn: Human Resource Department
1540 Main Street
Unit 218-290
Windsor, CO 80550

- Please send application to info@hislittlefeet.org or mail the application to:

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Date: _____

GENERAL INFORMATION

Full Name: _____

Birthdate: ____/____/____ Age: ____ Gender: Male or Female

Address: _____

City: _____

State: _____

Home Phone: (____) ____ - ____ Cell Phone: (____) ____ - ____

Email Address: _____

EMERGENCY INFORMATION

In Case of Emergency, please contact:

Relation to you: _____ Phone: (____) ____ - ____

IDENTIFICATION INFORMATION

Driver's License Number: _____ State: _____

Social Security Number: _____ - _____ - _____

Do you have a passport? Y or N

If so, name as seen exactly on Passport -

First: _____ Middle: _____ Last: _____

Passport Number: _____

PP Exp. Date: ____/____/____ PP Issuance Date: ____/____/____

Location of PP Issuance: _____

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MEDICAL INSURANCE INFORMATION

Medical Insurance Provider: _____

Medical Insurance Identification Number: _____

Medical Insurance Address: _____

Medical Insurance Phone Number: (____) ____- _____

Do you have any medical issues that His Little Feet should be aware of: Y or N

If so, please explain: _____

PAST PERTINENT INFOMATION

Do you have a criminal record? Y or N

If so, please explain:

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EDUCATION

Did you graduate high school? Y or N If so, what year? _____

Name of H.S.: _____ City/State: _____

College –

I (circle one):

Am attending college (year completed: _____)

Have Graduated from college (graduation date: _____)

Neither

Major: _____ Minor: _____

Name of College: _____

City, State: _____

Post-Baccalaureate Study -

I (circle one):

Am attending to my post-baccalaureate studies (year completed: _____)

Have graduated (graduation date: _____)

Neither

Area of Study: _____

Name of College: _____

City, State: _____

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PAST EXPERIENCES

Do you have any experience working in an office environment? Y or N

If so, please describe your previous role and duties:

Computer Skill Set: Please list any computer skills you have and what programs you have experience using (i.e. – Microsoft Office, iWork, Adobe programs, Social Media sites, data base programs, etc...)

Have you ever traveled outside of the United States? Y or N

If so, please list countries and the purpose of travel:

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TEAM ATMOSPHERE QUESTIONS

Do you work well with others in a team atmosphere? Y or N

Do you consider yourself a good follower? Y or N

Do you consider yourself a person with strong leadership abilities? Y or N

Are you are willing to place the agenda of the team ahead of any personal goal? Y or N

Are you the type of person that would be willing to take on a new assignment and/or task, if asked to do so? Y or N

OTHER COMMENTS YOU WOULD LIKE TO SHARE:
