**EMPLOYMENT APPLICATION**

Please complete the entire application.

1. **Employer Information**

Employer: Leader Development Institute

Address: 104 Gunn Road

City/State/ZIP: Southampton, Massachusetts 01073 Telephone: 888-474-8534

It is the policy of Leader Development Institute to provide equal employment opportunities to all applicants and employees without regard to any legally protected status such as race, color, religion, gender, national origin, age, disability or veteran status.

1. **Applicant Information**

Applicant Full Name: Click or tap here to enter text.

Home Address: Click or tap here to enter text.

City/State/ZIP: Click or tap here to enter text.

Preferred Phone: Click or tap here to enter text.

Alternate phone: Click or tap here to enter text.

**Job Position Applied For: Administrative Assistant Part Time, Telework**

1. **Desired Pay: $**Click or tap here to enter text.**per hour (Optional)**
2. **How did you find out about this position?** Click or tap here to enter text.
3. **Are you at least 18 years old? Yes  No**
4. **Are you willing to work as needed, including availability nights and weekends**? **Yes  No**
5. **If no, please state any limitations:** Click or tap here to enter text.
6. **If you are offered employment, when would you be available to begin work?**Click or tap here to enter text.
7. **If hired, are you able to submit proof that you are legally eligible for employment in the United States? Yes  No**
8. **Applicant's Skills**

Check those skills that you have. Using the empty lines at the bottom, you may list any other skills that may be useful for the job you are seeking. Check the number of years of experience (Less than 1, 1 to 3, 3 to 5, More than 5) and check the number which corresponds to your ability for each particular skill. (1 represents poor ability, while 5 represents exceptional ability.)

|  |  |  |  |
| --- | --- | --- | --- |
|  | Skill | Years of Experience | Ability Level or Rating |
|  | Microsoft Office Word | Less than 1  1 to 3 3 to 5 More than 5 | 1 2 3 4 5 |
|  | Microsoft Office Excel | Less than 1  1 to 3 3 to 5 More than 5 | 1 2 3 4 5 |
|  | Microsoft Office PowerPoint | Less than 1  1 to 3 3 to 5 More than 5 | 1 2 3 4 5 |
|  | Accounting/Bookkeeping | Less than 1  1 to 3 3 to 5 More than 5 | 1 2 3 4 5 |
|  | Computer/Internet literate | Less than 1  1 to 3 3 to 5 More than 5 | 1 2 3 4 5 |
|  | Exceptional organizational skills | Less than 1  1 to 3 3 to 5 More than 5 | 1 2 3 4 5 |
|  | Attention to detail | Less than 1  1 to 3 3 to 5 More than 5 | 1 2 3 4 5 |
|  | Thoroughness & accuracy of work | Less than 1  1 to 3 3 to 5 More than 5 | 1 2 3 4 5 |
|  | Exceptional writing skills with creativity | Less than 1  1 to 3 3 to 5 More than 5 | 1 2 3 4 5 |
|  | Able to work independently, yet team oriented | Less than 1  1 to 3 3 to 5 More than 5 | 1 2 3 4 5 |
|  | An attitude and aptitude for learning | Less than 1  1 to 3 3 to 5 More than 5 | 1 2 3 4 5 |
|  | Confident in taking initiative and being proactive | Less than 1  1 to 3 3 to 5 More than 5 | 1 2 3 4 5 |
|  | Varied communication skills and ability to express needs | Less than 1  1 to 3 3 to 5 More than 5 | 1 2 3 4 5 |
|  | Click or tap here to enter text. | Less than 1  1 to 3 3 to 5 More than 5 | 1 2 3 4 5 |
|  | Click or tap here to enter text. | Less than 1  1 to 3 3 to 5 More than 5 | 1 2 3 4 5 |
|  | Click or tap here to enter text. | Less than 1  1 to 3 3 to 5 More than 5 | 1 2 3 4 5 |

1. **Applicant Employment History**

List your current or most recent employment first. Please list all jobs in the past 10 years (including self-employment, temp work and military service) which you have held, beginning with the most recent, and list and explain any gaps in employment. If additional space is needed, continue on the back page of this application.

Employer Name: Click or tap here to enter text.

Supervisor Name: Click or tap here to enter text.

Address: Click or tap here to enter text.

City/State/ZIP: Click or tap here to enter text.

Job Duties: Click or tap here to enter text.

Reason for Leaving: Click or tap here to enter text.

Dates of Employment (Month/Year): From: Click or tap here to enter text. To: Click or tap here to enter text.

May we contact this employer? **Yes  No**

Employer Name: Click or tap here to enter text.

Supervisor Name: Click or tap here to enter text.

Address: Click or tap here to enter text.

City/State/ZIP: Click or tap here to enter text.

Job Duties: Click or tap here to enter text.

Reason for Leaving: Click or tap here to enter text.

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City/State/ZIP: Click or tap here to enter text.

Job Duties: Click or tap here to enter text.

Reason for Leaving: Click or tap here to enter text.

Dates of Employment (Month/Year): From: Click or tap here to enter text. To: Click or tap here to enter text.

May we contact this employer? **Yes  No**

1. **Applicant's Education and Training**

College/University Name and Address (City/State)

Click or tap here to enter text.

Did you receive a degree Yes  No

If yes, degree(s) received: Click or tap here to enter text.

High School/GED Name and Address (City/State)

Click or tap here to enter text.

Did you receive a diploma/certificate? Yes  No

Other Training (graduate, technical, vocational):

Click or tap here to enter text.

Please indicate any current professional licenses or certifications that you hold:

Click or tap here to enter text.

Awards, Honors, Special Achievements:

Click or tap here to enter text.

Military Service: Yes  No

Branch: Click or tap here to enter text.

Specialized Training: Click or tap here to enter text.

1. **References**

**List any two business associates who would be willing to provide a professional reference for you.**

Name: Click or tap here to enter text.

Address: Click or tap here to enter text.

City/State/ZIP: Click or tap here to enter text.

Telephone: Click or tap here to enter text.

Relationship: Click or tap here to enter text. Number of years known: Click or tap here to enter text.

Name: Click or tap here to enter text.

Address: Click or tap here to enter text.

City/State/ZIP: Click or tap here to enter text.

Telephone: Click or tap here to enter text.

Relationship: Click or tap here to enter text. Number of years known: Click or tap here to enter text.

**List at least one non-family member who would be willing to provide a character reference for you.**

Name: Click or tap here to enter text.

Address: Click or tap here to enter text.

City/State/ZIP: Click or tap here to enter text.

Telephone: Click or tap here to enter text.

Relationship: Click or tap here to enter text. Number of years known: Click or tap here to enter text.

1. **Please provide any other information that you believe should be considered, including whether you are bound by any agreement with any current employer:**

Click or tap here to enter text.

**CERTIFICATION**

I certify that the information provided on this application is truthful and accurate. I understand that providing false or misleading information will be the basis for rejection of my application, or if employment commences, immediate termination.

I authorize Leader Development Institute to contact former employers and educational organizations regarding my employment and education. I authorize my former employers and educational organizations to fully and freely communicate information regarding my previous employment, attendance, and grades. I authorize those persons designated as references to fully and freely communicate information regarding my previous employment and education.

I HAVE CAREFULLY READ THE ABOVE CERTIFICATION AND I UNDERSTAND AND AGREE TO ITS TERMS.

APPLICANT SIGNATURE DATE

Click or tap here to enter text. Click or tap here to enter date

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(An electronic signature is acceptable)