

Orcas Island Community Foundation

January 2018

Administrative Assistant Application Form

Last Name	First	Middle	Cell Phone	Home Phone
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Home Address	City	State	ZIP
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Email Address

Education/Training:

Institution	Dates	Major	Degree
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Computer Proficiency: Please list the programs and systems you are proficient in.

References: Please list the names of three or more persons we can contact who are knowledgeable of your professional work, including your current employer. Use back or another sheet of paper, if needed.

Name	Position	Present Address	Cell No.	Home No.
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Can the Foundation contact references upon receipt of your application? Yes ___ No ___

Comments _____

Volunteer Experience: Please list the past five years of volunteer experience and any Board memberships.

OICF IS PROUD TO BE AN EQUAL OPPORTUNITY EMPLOYER. ALL QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, COLOR, RELIGION, GENDER, NATIONAL ORIGIN, AGE, DISABILITY, VETERAN STATUS OR ANY OTHER STATUS PROTECTED BY LAW.

A completed application file consists of:

- A letter of application.
- A completed application form.
- A current résumé.
- Letters of reference, if available.

Schedule of Hiring:

- Closing date: February 2, 2018 or until filled
- Interviews: February 12-16, 2018
- Commence work: March 1, 2018 or earlier if possible

Mail or return applications to:

The Orcas Island Community Foundation
PO Box 1496, Eastsound, WA 98245

Physical:
141 Prune Alley, second floor