



Oldham County Chamber of Commerce and Agriculture
122 S. Main St.; PO Box 538; Vega, TX 79092
(806) 267-2828

EMPLOYMENT APPLICATION

Application Information

Full name: _____ Date: _____
Last First M.I.

Address: _____ Phone: _____
Street address Apt/Unit #

_____ Email: _____
City State Zip Code

Date Available: _____ S.S. no: _____ Desired salary: \$ _____

Position applied for: _____

Are you a citizen of the United States? Yes No

If no, are you authorized to work in the U.S.? Yes No

Have you ever worked for this company? Yes No If yes, when? _____

Have you ever been convicted of a felony? Yes No If yes, explain? _____

Education

High school: _____ Address: _____

From: _____ To: _____ Did you graduate? Yes No Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? Yes No Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? Yes No Degree: _____

Skills and Experience

Rate your skill level in the following areas on a scale of 1-10 with 1 being No Experience and 10 being Expert/Advanced Level:

Microsoft Word _____	Microsoft Excel _____
Event Planning _____	Fundraising _____
Soliciting Donations/Sponsorships _____	Email communication _____
Creating advertising/flyers for activities _____	Writing press releases _____

Please explain any other skills or experience you have which you think might benefit you in this role.

References

Please list three professional references.

Full name: _____	Relationship: _____
Company: _____	Phone: _____
Address: _____	Email: _____
Full name: _____	Relationship: _____
Company: _____	Phone: _____
Address: _____	Email: _____
Full name: _____	Relationship: _____
Company: _____	Phone: _____
Address: _____	Email: _____

Previous Employment

Company: _____	Phone: _____
Address: _____	Supervisor: _____
Job title: _____	From: _____ To: _____
Responsibilities: _____	
May we contact your previous supervisor for a reference? Yes <input type="checkbox"/> No <input type="checkbox"/>	

Company:	_____	Phone:	_____
Address:	_____	Supervisor:	_____
Job title:	_____	From:	_____ To: _____
Responsibilities:	_____		

May we contact your previous supervisor for a reference? Yes No

Company:	_____	Phone:	_____
Address:	_____	Supervisor:	_____
Job title:	_____	From:	_____ To: _____
Responsibilities:	_____		

May we contact your previous supervisor for a reference? Yes No

Writing sample

One of the duties of this job involves submitting weekly articles to the local newspaper. In order to evaluate candidates effectively, we would like to get an idea of your writing style. Please include a paragraph or two detailing why you want this job and/or why you would be a good fit for the position. If you prefer, you may attach this as an additional page to the application.

Disclaimer and signature

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

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

Signature:	_____	Date:	_____
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