

# APPLICATION FOR EMPLOYMENT – Office SEASONAL SPECIALTY STORES®

Revised 8/19/04

120 Route 101A, Amherst NH 03031 Phone 603-880-8471 Fax 603-595-8497  
An equal opportunity employer

Name \_\_\_\_\_ Date \_\_\_\_\_

Street \_\_\_\_\_ Telephone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Are you responding to a help wanted advertisement? In  Sign  Newspaper: \_\_\_\_\_

Magazine: \_\_\_\_\_  Recommendation: \_\_\_\_\_

Website: \_\_\_\_\_  Other: \_\_\_\_\_

What kind of work are you applying for? \_\_\_\_\_

What special qualifications do you have? \_\_\_\_\_

Are you 18 years or older?  Yes  No Are you 16 years or older?  Yes  No Are you prevented

from lawfully becoming employed in this country because of visa or immigration status?  Yes  No

Have you ever served in the military including National Guard or Reserves?  Yes  No

If so, what branch? \_\_\_\_\_ Rank \_\_\_\_\_ Discharge date \_\_\_\_\_

School	#Years Attended	Name of School	City	Course	Did you Graduate?
High					
College					
Other					

### Experience

Name & Address of Company	Date Started	Date Ended	List Your Duties	Starting Salary	Final Salary	Reason For Leaving

References: Name	Street	City	State	Zip	Occupation

**Additional information, work experience – Office  
Administrative Assistant/Clerical**

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This questionnaire is being used for Administrative Assistant and Clerical positions. Please try to answer as completely as possible.

1. What types of companies have you worked for in an office administrative assistant or clerical capacity? Describe, especially, your relationship with any retail-type businesses.

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2. A solid background in computers could be important for this position. Tell us about your work-related and personal experience in working with computers.

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3. What software packages have you used? What degree of proficiency have you attained? (Please Check)

	Minimal Exposure	moderate experience	extensive background		Minimal Exposure	Moderate Experience	Extensive Background
Windows	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other Word Processing_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
QuickBooks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Microsoft Home Publishing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Accounting _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other Desktop Publishing_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other Desktop Publishing_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lotus 1-2-3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Powerpoint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Html	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Spreadsheet_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adobe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Spreadsheet_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	RetailPro	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Word	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other "Point-of-Sale"_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WordPerfect	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other "Point-of-Sale"_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. In this position many projects involve creation and use of databases in Excel, as well as merge documents in Word. Please describe your level of experience and expertise in this area.

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5. What other computer knowledge/experience can you offer? Describe your level of competence in each. (Such as: data backup, multi-media, internet, computer hardware & peripherals, virus protection, internal faxes, database customization, routine maintenance requirements, etc.)

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6. What other business-related skills or experience can you offer?

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7. Do you have any experience in:

Swimming Pool Care  Yes  No, Retail Store Operations  Yes  No, Purchasing or Buying Office Operations  
 Yes  No Explain: \_\_\_\_\_

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8. Generally, what kinds of grades have you received in:

Middle School, Junior High: \_\_\_\_\_ High School: \_\_\_\_\_ College: \_\_\_\_\_ Post Graduate: \_\_\_\_\_

9. Do you think that you could possible have done better than those grades, why or why not? \_\_\_\_\_

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10. Any special educational honors (Honor Roll, National Honor Society, Scholarships, etc.)? \_\_\_\_\_

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11. Do you have plans to attend college in the next few years?  Yes  No Explain: \_\_\_\_\_

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12. What scheduling constraints, both daily and long-term will you need to consider?

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13. How many hours per week would you generally like to work? \_\_\_\_\_

In an unusually busy season how many hours per week could you work, for about 3-4 weeks at a time? \_\_\_\_\_

Describe a typical workweek schedule, which would comfortably accommodate your personal scheduling needs. Include days of week and estimated times of day. (This is an estimate only; you would not be held to this schedule.)

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14. Could you envision yourself working here for 1 year, 2 years, 5 years, more? Would you like to remain in an office position through that time? Would you like this position to evolve into other work? What would you like to do next, here, or elsewhere? Do you see this as a temporary job, or are you looking for a more long-term arrangement?

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15. What starting wage would you consider fair? \$ \_\_\_\_\_ Per hour  
How much would you like to be earning after two years with us? \$ \_\_\_\_\_ Per hour

16. Are you or a member of your immediate family already a customer of our store?  Yes  No

If so, explain: \_\_\_\_\_

17. Is there anything you need to warn us about, or special requirements you would have in working for us without divulging any information that should be protected by ADA, EEOC, or any other law?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

18. Do you have any preliminary questions for us? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

19. Anything else you want to tell us? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Office use only, Notes: _____ _____ _____ _____ _____ _____ _____
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