

APPLICATION SUPPLEMENT – Seasonal Program Assistant

INSTRUCTIONS: Your training and experience will be evaluated and scored to determine how well you qualify for this position. Please provide the additional information requested below in a clear and concise manner. Include in your answers the name and phone number of someone who can and will verify your experience or training (employer/supervisor/instructor). Be specific and provide all requested information. **Do not mark application "Please See Resume"**. Use additional pages if necessary.

1. Describe your related office support/clerical skills including length of experience, use of office machines (copier, phone, fax, etc.), computer hardware and software used, and your knowledge and experience working with Microsoft Office (Word, Excel, PowerPoint, Publisher).

2. Describe your post-secondary education or work experience which you think relates to your qualifications and/or potential to perform the assignments of the position.

3. Describe any leadership positions you have held and your responsibilities.

4. Describe any public speaking abilities/experiences you have.

5. Describe any experience you have working with youth. _____

6. Describe any background you have related to the farm or working with farm animals. _____

7. Describe any experience you have related to the youth programs

8. Are you a high school graduate or have a GED? Yes__ No__

9. Do you possess a valid driver's license? Yes__ No__

Important: Please include the following information with the application form. The failure to do so may delay or prevent the timely processing of the application. You may include other information relevant to your application.

1. Photocopy of documentation of relevant course work you have completed.
2. Photocopy of DD214, if requesting veteran's preference points.
If you are claiming a disability for preference points, you must provide documentation of the disability with this completed application. Supply a photocopy of the original award letter of the disability from the Veterans Administration, or call the VA at 1-800-827-1000 to request the documentation. Be prepared to supply your VA claim number and social security number.

If you are the successful candidate for the position, you will be required to submit to a criminal background check and a driving record check.