



Employment Application for Administrative Assistant

The HIVE, Inc.

Section 1 *Personal Information*

Full Name

Street Address

City

State

Zip

Phone

Email

Communication Preferences

☐

Email

☐

Phone Call

☐

Text

☐

No Preference

Date of Birth

Section 2 *Employment History*

Company Name	Position Held	Supervisor Name	Address	Phone	Dates

Company Name	Position Held	Supervisor Name	Address	Phone	Dates

References

Name	Phone Number	Relationship	Name	Phone Number	Relationship

Section 2 *Experience*

Any work or personal experience with people with developmental disabilities you would like us to know about?

Any awards, trainings, or certifications we should know of related to this position?

Other experience you would like us to know about that makes you the right fit for this position?

Requirements

Will you agree to a criminal background check?

YES	NO	MAYBE
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Able to lift 20 pounds?

YES	NO	MAYBE
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Familiar with Microsoft Office?

YES	NO	Willing to learn
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Will you agree to serve individuals of all backgrounds and demographics with empathy and dignity?

YES	NO	MAYBE
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Any closing thoughts or comments you would like us to know?

By signing my name below, I certify that the information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above.

_____ Date _____