

APPLICATION FOR EMPLOYMENT – GLOBAL VILLAGE

Date of Application: _____ **Application Deadline:** Mon., Nov. 19, 2019, early applications appreciated

Personal Information:

Name _____

Address _____

Phone _____

Email _____

Education:

Name and location

Yr. graduated with degree or yrs. completed

Major areas of study

High School			
College/University			
Specialized Training			
Other			

Are you currently employed? _____ How did you learn about this position? _____

On a separate, attached sheet, please describe (briefly) your experience with:

- Working with nonprofits and boards of directors.
- Working with volunteers.
- Supervising employees.
- Retail and retail management.
- Marketing and social media.
- Bookkeeping and accounting.

Please attach:

- 1) cover letter
- 2) resume
- 3) short writing sample
- 4) experience list (see above)
- 5) 3 professional references with contact information. No relatives please.
- 6) Previous work experience, contact information, duties and reason for leaving.

Please send entire application package to: Global Village, attn. Candace
2720 3rd Ave. N.
Billings, MT 59101

Questions: Call Candace Forrette at 406-259-3024