



Employment Application
Outreach/Administrative
Coordinator

Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date Available: \_\_\_\_\_

Do you have a current WA driver's license? \_\_\_Yes \_\_\_ No

Do you have your own local transportation? \_\_\_\_\_

Education and Skills

High School: \_\_\_\_\_

Address (City, State, Country): \_\_\_\_\_

Did you graduate? \_\_\_ Yes \_\_\_ No

College(s) : \_\_\_\_\_

Address (City, State, Country): \_\_\_\_\_

Did you graduate? \_\_\_ Yes \_\_\_ No Degree: \_\_\_\_\_

What did you study? \_\_\_\_\_

Other kinds of education and skills; please describe :

Three horizontal lines for describing other education and skills.

Are you bilingual in English and Spanish? \_\_\_\_\_

Applicant name: \_\_\_\_\_

**Relevant Work and/or Volunteer Experience**

Employer/Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Job responsibilities : \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Employer/Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Job responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Job responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

**References (personal or work-related)**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_

How long has this person known you? \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_

How long has this person known you? \_\_\_\_\_

Do we have your permission to contact work or personal references? \_\_\_yes\_\_\_no

Please send a cover letter with the application to: JCIRA, PO Box 647, Port Townsend, WA 98368. The cover letter should include why you're interested in this position, what you can bring to this job and anything else we should know about you. Resume is optional. Email: [jcirawa@gmail.com](mailto:jcirawa@gmail.com) For questions, please email or leave a message at 360.232.6070.