



Office Assistant Application

PO Box 608, Fruita CO 81521
 888-712-9555
 970-858-9555
 Fax 970-858-9465
 Email: info@rradventures.com
www.rradventures.com

CONTACT INFORMATION		
First Name	Last Name	
Mailing Address		
City	State	Zip
Home Phone	Cell Phone	
Email Address		

JOB INFORMATION
Date
Date available for work
Last date available for work
Full Time Part Time
Can you come in for an interview?

EMPLOYMENT HISTORY: Start with current or last employer		
Company:	Position:	Start Date:
Address:	City/State:	End Date:
Supervisor:	Reason for leaving:	
Phone #:	Email:	
Company:	Position:	Start Date:
Address:	City/State:	End Date:
Supervisor:	Reason for leaving:	
Phone #:	Email:	
Company:	Position:	Start Date:
Address:	City/State:	End Date:
Supervisor:	Reason for leaving:	
Phone #:	Email:	

May we contact your present employer? YES NO

EDUCATION

School Name	From	To	Diploma/Degree/Course of Study

EXPERIENCE

Check all Licenses and/or Certifications that pertain to you:

- Driver License #: _____ State: _____
 Other: _____

Check any related skills or training you may have. Please specify experience:

- Microsoft Excel: _____
 Microsoft Word: _____
 Computers: _____
 Cash Register: _____
 Office/Sales Skills: _____
 Horseback Riding: _____
 Rafting: _____
 Area Knowledge: _____
 Customer Service: _____
 Multi-tasking: _____
 Answering Phones: _____
 Accounting: _____
 Web Design: _____
 Reservation System: _____
 Other: _____

EMPLOYEE QUESTIONNAIRE

Quickly complete the following statements with the first answer that comes to mind.

1. My greatest strengths are _____
2. My greatest weakness is _____
3. Being late is _____
4. I can add to the RRA team by _____
5. When I am stressed I _____
6. When others will not cooperate I _____
7. In my spare time I enjoy _____
8. I enjoy talking about _____

As an Office Assistant for RRA, you will be working in a mentally demanding capacity. Please submit a short essay describing your motivations in applying for this position.

Disclaimer: This application is intended for evaluating your suitability for employment. It is not intended to be, nor may be construed to be, a contract of employment of any type whatsoever.

Affidavit: I certify that the answers given by me in the foregoing questions and statements are true and correct without omissions of any kind. I authorize the U.S. Government, companies, schools or persons named above to give any information they may have regarding my employment, separation or discharge together with any information they may have regarding me whether or not it is in their records. I understand and agree that a false statement herein is grounds for denial of employment, or basis for dismissal if already employed. It is further understood that my employer will not be responsible for any of my property lost, stolen or damaged.

Have you been convicted of a crime? YES NO

If yes, please explain: _____

I authorize RRA to make a complete investigation of all statements contained on my application.

SIGNED _____ DATE _____