

# Office Manager Position

Starting Date: Monday, June 21, 2021

Location: 330 S. Pineapple Ave, Sarasota, FL 34236

edlinehan@jazzclubsarasota.com



## Application

The Jazz Club of Sarasota, Inc. is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Should an applicant need reasonable accommodation in the application process, he or she should contact a company representative.

Application Requirements:

1. A fully completed application form. (this document)
2. A letter of application. No more than one page.
3. A resume if available. (optional)

All documents should be submitted to edlinehan@jazzclubsarasota.com or mailed to The Jazz Club of Sarasota, c/o Ed Linehan, 330 S Pineapple Ave., Sarasota Fl. 34236

*Please fill out all of the sections below:*

### **APPLICANT INFORMATION**

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

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

City, State and Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

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

How did you hear about this position? \_\_\_\_\_

On what date can you start working if you are hired? \_\_\_\_\_

Do you have reliable transportation? \_\_\_\_\_

### **PERSONAL INFORMATION**

Are you 18 years of age or older? Yes \_\_\_ No \_\_\_

Are you a U.S. citizen or approved to work in the United States? Yes \_\_\_ No \_\_\_

What documents can you provide as proof of citizenship or legal status?

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Do you have any conditions which would require job accommodations? Yes \_\_\_ No \_\_\_

If yes, please describe accommodations required.

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**JOB SKILLS/QUALIFICATIONS**

Please check those skill areas with which you have at least a "good" ability:

You may be asked to demonstrate these skill areas

Typing     Quickbooks     Office Word     Office Excel     Office PowerPoint

Office Publisher     Facebook     Twitter     Instagram     Other (describe)

**EDUCATION AND TRAINING**

High School

Name	City/State	Year Graduated	Degree Earned

College/University

Name	City/State	Year Graduated	Degree Earned

Vocational School/Specialized Training

Name	City/State	Year Graduated	Degree Earned

**MILITARY**

Are you a member of the Armed Services?

Yes  No

If yes,

Which branch of the military did you enlist? \_\_\_\_\_

What was your military rank when discharged? \_\_\_\_\_

How many years did you serve in the military? \_\_\_\_\_

What military skills do you possess that would be an asset for this position? \_\_\_\_\_

**PREVIOUS EMPLOYMENT** (from most recent)

Employer Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

Dates Employed: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Employer Name: \_\_\_\_\_  
 Job Title: \_\_\_\_\_  
 Supervisor Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Employer Address: \_\_\_\_\_  
 Dates Employed: \_\_\_\_\_  
 Reason for leaving: \_\_\_\_\_

Employer Name: \_\_\_\_\_  
 Job Title: \_\_\_\_\_  
 Supervisor Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Employer Address: \_\_\_\_\_  
 Dates Employed: \_\_\_\_\_  
 Reason for leaving: \_\_\_\_\_

**REFERENCES**

Please provide 3 professional and personal references below:

Reference	Contact Information

**AT-WILL EMPLOYMENT**

The relationship between you and The Jazz Club of Sarasota, Inc. is referred to as “employment at will.” This means that your employment can be terminated at any time for any reason, with or without cause, with or without notice, by you or The Jazz Club of Sarasota, Inc. No representative of The Jazz Club of Sarasota, Inc. has the authority to enter into any agreement contrary to the foregoing “employment at will” relationship. You understand that your employment is “at will,” and that you acknowledge that no oral or written statements or representations regarding your employment can alter your at-will employment status, except for a written statement signed by you and either our Vice President or President.

Applicant Signature: \_\_\_\_\_ Dated: \_\_\_\_\_