



Tate's Day Camp

The Fun Professionals

9215 Bob Gray Road • Knoxville • TN 37923

(865) 690-9208

www.tatescamp.com

Office Assistant Application

Please Type or Print

Date _____

Full Legal Name _____ Cell Phone _____

Name goes by _____ Home Phone (if different) _____

Present Address _____

City _____ State _____ Zip _____

E-mail address _____

Permanent Address (if different from above) _____

City _____ State _____ Zip _____

Permanent Phone _____

How did you hear about Tate's Day Camp?

Will you be attending summer school or have any other employment this summer?

Education

High School _____ Graduate? ___ yes ___ no

Your school or university _____

Year in college _____ Major _____ GPA _____

Degrees Held _____

Past Employment (need 4) List most recent first. Explain any gaps in employment. Use a separate sheet if necessary.

1) Employer _____ Supervisor's Name _____
Address _____
City _____ State _____ Zip _____
Phone _____ Email _____
Dates Employed _____ Salary (optional) _____
Nature of Work _____
Reason for leaving _____

2) Employer _____ Supervisor's Name _____
Address _____
City _____ State _____ Zip _____
Phone _____ Email _____
Dates Employed _____ Salary (optional) _____
Nature of Work _____
Reason for leaving _____

3) Employer _____ Supervisor's Name _____
Address _____
City _____ State _____ Zip _____
Phone _____ Email _____
Dates Employed _____ Salary (optional) _____
Nature of Work _____
Reason for leaving _____

4) Employer _____ Supervisor's Name _____
Address _____
City _____ State _____ Zip _____
Phone _____ Email _____
Dates Employed _____ Salary (optional) _____
Nature of Work _____
Reason for leaving _____

Indicate any employers you wish us to not contact and the reason: _____

Please list any past experiences, training, or skills that may prove helpful in this job.

What contributions do you feel you can make to Tate's Day Camp?

What is your idea of a strong work ethic, and when have you demonstrated these qualities?

Do you have reliable, dependable transportation to and from work?

yes no

Have you ever had any criminal convictions, or are there any charges pending for a crime involving drugs, sex, or violence? (If yes, explain fully on an additional sheet.)

yes no

Are there any reasons you may have difficulty in performing any of the essential elements of the job for which you have applied? yes no (If yes, explain fully on an additional sheet.)

Personal References

Please list three (3) people including coworkers, teachers, coaches, etc. who can make a statement regarding your work experience, character, and ability. Do not include relatives or duplicate supervisors that you listed under the Past Employment section.

Name _____ Relationship with you _____

Address _____ Phone _____

City _____ State _____ Zip _____

Email _____

Name _____ Relationship with you _____

Address _____ Phone _____

City _____ State _____ Zip _____

Email _____

Name _____ Relationship with you _____

Address _____ Phone _____

City _____ State _____ Zip _____

Email _____

I authorize investigation of all statements herein, including any checks of criminal records, and release the camp and all others from liability in connection with the same. I understand that nothing contained in the application or conveyed during any interviews is intended to create an employment contract between me and Tate's Day Camp. I further understand that if employed, I will be an at-will employee and that any agreement to the contrary must be in writing and signed by the director of Tate's Day Camp. I also understand that untrue, misleading, or omitted information herein or in other documents completed by the applicant may result in dismissal, regardless of the time of discovery by Tate's Day Camp.

Signature _____ Date _____

Please return to:

Office Manager
Tate's Day Camp
9215 Bob Gray Road
Knoxville, TN 37923

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