

Facilitator Application

Type or Print Legible

Name: _____

EIN: _____

Email Address: _____

Job Title & Work Location: _____

Supervisor: _____

Work Number (including area code): _____

Personal Number (including area code): _____

Requirements to apply:

- Excellent communication skills
- Excellent attendance record
- Excellent safety record
- No pending discipline or discipline on file
- Trustworthy
- Multitasking skills
- Work without supervision
- Moderate computer knowledge to include Microsoft programs

Application for:

Rural Carrier Academy, SSA Academy or Orientation (circle one)

Briefly describe your experience facilitating, if any.

Briefly describe your communications skills and include any training or workshops completed related to communication.

List three key strengths you would bring as a facilitator.

What is your level of computer knowledge on a 1 to 10 scale with 10 being excellent?

1 2 3 4 5 6 7 8 9 10

Do you have any experience with Microsoft? If so, what programs and provide your level of experience.

Please provide additional information you would like to share.

Additional question for Sales, Services Associate (SSA)

How long have you been a SSA?

Note: Immediate Manager or Supervisor Recommendation is required

List 2 additional references (include phone number with area code and email address)

<u>Name</u>	<u>Phone Number</u>	<u>Email Address</u>
1.		
2.		