

**Application for Office and Communications Manager Position  
Jamestown Friends Meeting**

1. Applicant Information:

Full Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

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

Earliest Start Date \_\_\_\_\_

Availability for hours of work \_\_\_\_\_

2. Education:

Highest Level of Education Completed \_\_\_\_\_

Institution Name(s) \_\_\_\_\_

Major/Area of Study \_\_\_\_\_

Years Attended \_\_\_\_\_

Degree or Certification Obtained \_\_\_\_\_

3. Work Experience: (Last three positions or those most relevant to this position)

Employer Name(s) \_\_\_\_\_

\_\_\_\_\_

Job Title(s) \_\_\_\_\_

\_\_\_\_\_

Dates of Employment (From - To) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Briefly describe your main responsibilities and achievements in each role.

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\_\_\_\_\_

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4. Volunteer work or relevant life experience:

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5. Skills:

Administrative/Office Skills: (e.g., scheduling, record keeping, filing, inventory management, event planning) \_\_\_\_\_

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Software Proficiency: (e.g., Microsoft Office Suite, Google Workspace, project management tools, specific industry software) \_\_\_\_\_

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Communication Skills: (written, verbal, interpersonal)

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Organizational Skills: \_\_\_\_\_

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6. Motivation and Fit:

Why are you interested in the Office Manager position? \_\_\_\_\_

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Why do you think you would be a good fit for our Meeting and this role?

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What are your salary expectations? \_\_\_\_\_  
\_\_\_\_\_

7. References:

Name \_\_\_\_\_

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

Relationship to Applicant \_\_\_\_\_

Phone Number \_\_\_\_\_

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

Name \_\_\_\_\_

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

Relationship to Applicant \_\_\_\_\_

Phone Number \_\_\_\_\_

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

8. Additional Information:

Is there anything else you'd like to share with us that you feel is relevant to  
your application? \_\_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please submit this application to Jamestown Friends Meeting, Attn: Kathy Adams, PO Box 2163, Jamestown, NC 27282 by May 1, 2025.